



Chico Area Recreation and Park District “Helping People Play”

Time Expired Warrants Policy

Purpose

To define the practice and protocol for handling time expired warrants issued by the Chico Area Recreation and Park District.

Codes and References

GC 50050 et seq, GC 29800 et seq.

Applicable To

All Chico Area Recreation and Park District issued warrants.

County of Butte

Some of the Chico Area Recreation and Park District warrants are issued through the County of Butte bank account. The County of Butte has determined warrants drawn on County Funds will have a six-month active life from the date of issuance. Un-cashed warrants beyond the six-month active life period are no longer valid and shall be classified as a time expired warrant.

The Butte County Auditor-Controller’s Office has the responsibility for reviewing and canceling uncashed time expired warrants issued on the County’s behalf. It is the Auditor-Controller’s Office policy to review and process time expired warrants on a monthly basis. Warrants that are still outstanding as of 1 year and 1 month after the issuance date are canceled in the County’s SunGard System. If the canceled warrant is originated from a Special District Fund, the amount is not moved to the Time Expired Fund. They are instead applied back to the expenditure account and the cash remains in the Fund.

Policy

All Chico Area Recreation and Park District Warrants will become Void if not presented for payment within six months after the date of issuance.

Warrants that have been Time Expired by the Butte County Auditor-Controller’s Office shall also be Time Expired by the Chico Area Recreation and Park District in their system.

Warrants that are still outstanding as of 1 year and 1 month after the issuance date, that are issued out of the Chico Area Recreation and Park District’s Golden Valley Bank Account will be Time Expired in CARD’s system.

If the time expired warrant is for an amount of \$14.99 or less, the amount will be immediately transferred to the General Fund.

If the time expired warrant is for an amount of \$15.00 or more, it shall be posted on the Chico Area Recreation and Park District's Website with the following information: Check Date, Name of Payee and Amount.

At the beginning of every Fiscal Year, the Chico Area Recreation and Park District will publish a notice once a week for two consecutive weeks, in a newspaper of general circulation published in Butte County, for all warrants in the Time Expired Fund in an amount of \$15.00 or more, that have been unclaimed for at least three years from the issuance date. The notice will contain the following information:

- The warrant amount
- The fund in which it is held
- The money will become the property of the Chico Area Recreation and Park District on a specific date between 45-60 days after the first publication date.
- After the date specified, any money still on that list will be taken to the Chico Area Recreation and Park District's Board of Directors for authorization to be moved to the General Fund.

Annually, the Chico Area Recreation and Park District's finance staff will present a listing of outstanding warrants to the Board of Directors for approval to transfer the total amount to the General Fund.

Anytime within 2 years and 6 months of the date of issuance of a warrant, the payee of that warrant may present the original warrant to the Chico Area Recreation and Park District's finance office and a new warrant can be issued, per Government Code section 29802 (b). If the payee does not have the original warrant to present, they can sign a lost or stolen affidavit and a new warrant can be issued.

After 2 years and 6 months of the date of issuance of a warrant for an amount less than \$1,000.00, the payee of that warrant may present the original warrant to the Chico Area Recreation and Park District's finance office and a new warrant can be issued, per Government Code section 29802 (b). If the payee does not have the original warrant to present, they can sign a lost or stolen affidavit and a new warrant can be issued.

After 2 years and 6 months of the date of issuance of a warrant for an amount of \$1,000.00 or more, the payee may write a letter to the Chico Area Recreation and Park District Board of Directors requesting a new check, and with that letter submit the original warrant, per Government Code section 29802 (c). The decision then remains with the Board to approve or deny the request.