



Council Policy

Policy Name	Stale Dated Cheques
Issue Date	December 1, 2016
Revision Dates	N/A

On occasion cheques issued by the OAA will become stale dated as they are not cashed by the individual or organization to which it has been directed within 6 months. The OAA has established the following policy in terms of honoring its financial obligations as it relates to stale dated cheques.

After a 6 month period the OAA will contact the payee to ensure the contact information is correct and then re-issue the cheque.

After one year following re-issuance and at least two attempts to contact the payee, the OAA will cancel the cheque, reverse the outstanding account payable and record a recovery expense to the same expense account originally booked.

If the payee contacts the OAA regarding the outstanding payment, the OAA will re-establish the account payable and re-issue the cheque.