



Town of Pittsford
PO Box 10
Pittsford, VT 05763
(802) 483-6500

OUTSTANDING CHECK POLICY

The purpose of the outstanding check policy is to ensure accurate cash reporting and management.

When a check is outstanding for more than six (6) months, the Town of Pittsford's bookkeeper shall notify the payee by first class mail that the check was issued and is still outstanding. The letter shall indicate the check's number, check date, and the amount of the outstanding check. The payee will have thirty (30) days to claim the outstanding check.

At least once a year, the bookkeeper shall prepare a listing of all checks that have been outstanding for six months or more in which a notification was sent to the payee and the check was not claimed. A journal entry shall be made to deposit the funds into the General Fund's unclaimed liability account.

Once a year, in July, the bookkeeper will review the outstanding listing of checks that have been deposited into the unclaimed liability account and determine which outstanding checks will be sent to the State of Vermont Unclaimed Property Division.

The foregoing policy is hereby adopted by the Selectboard of the Town of Pittsford this 17th day of December, 2025 and is effective as of this date until amended, modified, or repealed by a subsequent Selectboard.

SIGNATURES:











