

**STALE DATED CHECKS
POLICY & PROCEDURE**
(Board Approved January 22, 2008)

Stanislaus County Employees' Retirement Association (StanCERA) issues warrants (checks) for Retiree Benefits, Active Member Refunds and Accounts Payable. Once a check is issued, the recipient has 180 days to deposit the check. If the check has not cleared StanCERA's bank after 180 days, the check is considered stale dated. StanCERA's complies with the provisions of California Employees' Retirement Law of 1937, Government Code section 31783.5 regarding stale dated checks.

POLICY:

It is StanCERA's policy to review and process stale dated checks on a quarterly basis.

PROCEDURE:

Determining Stale Dated Checks

1. Contact the Accounts Receivable Division of the Auditor/Controller's Office and request a list of outstanding checks six months old and older.

Canceling Stale Dated Checks

1. Notify payee in writing that a check was issued more than six months ago and has not cleared our account. Provide the payee with a Cancelled Warrant Affidavit.
2. If no reply from payee, notify the payee again in writing by certified mail.
3. If still no reply, the stale dated check will be cancelled by StanCERA and a new check will not be reissued until a completed Cancelled Warrant Affidavit is received.

Re-issuing Stale Dated Checks

1. Payee must provide a completed Cancelled Warrant Affidavit.
2. Once the Affidavit is received by StanCERA, a new check will be issued to the payee.