



Town Of Alton

Board of Selectmen
Town Administrator

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RECEIVED

JUN 28 2004

ALTON TOWN CLERK

December 31, 2003

To: Board of Selectmen

From: Russ Bailey

Re: Policy Insufficient Check Charge

The bank as of January 1, 2004 will be charging the Town of Alton \$10.00 for each check that is returned for insufficient funds. They have never charged for this in the past. We would like to recommend that the town have a policy that there will be a charge of \$25.00 for all insufficient checks. This will cover the bank charge plus our administrative cost involved with processing these checks.

On January 5, 2004 the Board of Selectmen approved the above policy concerning insufficient checks.

E. Russell Bailey
Town Administrator