

## YMCA Geelong – DISHONoured PAYMENT POLICY



OFFICE USE ONLY

| Policy Number | Date Approved | Date Last Amended | Status   |
|---------------|---------------|-------------------|----------|
| YG 141-O      | July 2011     | 04/04/2014        | Approved |

### 1. DISHONoured PAYMENT POLICY

### 2. INTRODUCTION

The service is unable to carry fees and charges for dishonored cheques or payments.

### 3. POLICY

Any cost incurred to the service due to dishonored cheques/ payment will be charged to the parent the following week.

### 4. SCOPE

This Policy reflects the needs of YMCA Geelong Inc policy and procedures and applies to all operations.

### 5. ROLES AND RESPONSIBILITIES

| Department/Area  | Role/Responsibility                                       |
|------------------|---|
| Customer Service | Ensure dishonoured cheques are reported to the manager.   |
| Manager          | Issue an invoice to for the dishonoured presented cheques |

### 6. MONITORING, EVALUATION AND REVIEW

This policy will be reviewed on a three year cycle as a minimum.

### 7. SUPPORTING DOCUMENTS (LINKS TO PROCEDURES, LEGISLATION, FORMS, WORK PRACTICES)

Approved by: Chief Executive Officer

Meeting number and date:

Resolution number:

Effective date: July 31<sup>st</sup> 2011

Review date: July 31<sup>st</sup> 2017

Policy Owner: Kimberley Maher, Community Programs Co-ordinator

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Amendment history:

| Version | Date | Author | Change Description |
|---------|------|--------|--------------------|
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|    |            |                    |   |
|----|------------|--------------------|---|
| V1 | July 2011  | Kimberley<br>Maher | Document created  |
| V2 | July 2012  | Kimberley<br>Maher | Reviewed  |
| V3 | 04/04/2014 | Shona Eland        | Uploaded to YMCA Geelong Policy<br>Template included scope, monitoring and<br>evaluation clauses. |

As Adopted and reviewed by the YMCA of Geelong Inc on 04/04/2014



Chief Executive Officer YMCA Geelong Inc.