

Amador Water Agency

Unclaimed Check Policy

Reviewed and Adopted
09-10-20

100.00 Purpose of the Policy

This document sets forth the policy of the Amador Water Agency (Agency) concerning money that is not property of the Agency but remains unclaimed in the official custody of the Agency.

200.00 Authority

In conformance with the California Government Code, Section 50050, et. seq. (Code), money that remains unclaimed in the official custody of the Agency for three years (one year if the amount is less than \$15.00) becomes property of the Agency providing the Financial Services Manager follows certain procedures as defined in the cited Government Code provisions.

300.00 Responsibility

The General Manager and Financial Services Manager are responsible for establishing the Agency's process for unclaimed money that is not the property of the Agency, yet remains in its custody in conformity with the Government Code. The process as defined in the Government Code will be maintained as a separate document and will be considered the Agency procedures for implementing this policy

400.00 Policy Review

This Policy shall be reviewed at least every two years.