

West Lafayette Community School Corporation

1130 North Salisbury Street • West Lafayette, Indiana 47906-2447
(765) 746-1602 • FAX (765) 746-1644 • www.wl.k12.in.us

TO: Dr. Shawn Greiner
Board of School Trustees

FROM: Michelle Cronk, CFO

DATE: February 6, 2023

RE: Disposition of Outstanding Checks

The Business Office is requesting permission to dispose of outstanding checks that were written in calendar year 2020 and are unpaid as of December 31, 2022. Any checks written in 2020 that remained outstanding as of December 31, 2022 are void per Indiana Statute as explained below and must be removed from our financial records.

The School Corporation operates under the following statutory procedures for checks, as found in I.C. 5-11-10.5:

1. Any check outstanding and unpaid for two years as of December 31st of each year is canceled. Financial institutions may not honor any check presented for payment. Our corporation checks have this two-year limitation noted on them.
2. West Lafayette Schools will receipt the checks back into the fund from which they were drawn. If the fund no longer exists or is dormant, we will deposit into the Education Fund.
3. If, in the event a canceled check is presented to the CFO with a reasonable amount of time, a new claim can be honored, without appropriation, if the claim is found to be in order. The statute is silent regarding approval of the School Board for a recovery claim. It is our intention to present any claim for payment to the School Board with notation about circumstances. No recover is possible under the statute after seven years.

**Outstanding Checks
From Calendar Year 2020**

West Lafayette Community School Corporation Checking Account			
Date	Check #	Payee	Amount
1/28/2020	525104	Foundation Building Materials	\$ 108.20
3/13/2020	525381	Grainger	\$ 54.01
3/20/2020	525499	Jeannette Balaz	\$ 84.15
8/26/2020	526211	Baker Tilly Investment Services LLC	\$ 385.04
8/26/2020	526234	ICU Mechanical	\$ 1,315.15
9/4/2020	526303	IN Association of School Business Officials	\$ 420.00
9/29/2020	526479	Yash Pujara	\$ 99.99
12/22/2020	526894	TTG Equipment LLC	\$ 126.10
TOTAL			\$ 2,592.64

West Lafayette Community School Corporation ECA Checking Account			
Date	Check #	Payee	Amount
2/6/2020	720789	Stacey Bradley	\$ 65.00
2/19/2020	720819	Balfour Indiana-Monte Reed	\$ 43.90
4/3/2020	720979	Tamara Hazbun	\$ 50.00
4/9/2020	721050	Yaqin Liu	\$ 110.00
4/16/2020	721085	Marisol Koslowski	\$ 30.00
4/30/2020	721155	Min Zhang	\$ 33.92
12/3/2020	725221	Samei Hossain MD.	\$ 9.00
12/3/2020	725224	Kokomo HS Dance Team	\$ 330.00
TOTAL			\$ 671.82