



Office of the Chancellor of the Exchequer Kingdom of Ansteorra



Stale/Uncleared Checks

Every effort should be made to prevent checks from remaining uncleared for the End of Year report. One strategy for minimizing these checks is to void them in the current calendar year and reissue them in the next.

Reasons for Voiding a Stale Check:

Checks written in a calendar year that haven't cleared at the end of that calendar year are reported as "Stale" in the next year's report. Those checks count as negative against the final End Number, and create discrepancies between our final reports and the new START numbers from Corporate. Checks that are more than 6 months old should NOT clear the bank – though, mistakes happen.

Steps for Voiding a Stale Check:

1. **Confirm** that each outstanding check has not cleared against 6 months of bank statements following the check issue date.
2. **Contact** the check recipient (and/or relevant office) to confirm that they have not received/ deposited the check in question. **If yes**, the check will clear your account soon. Follow-up next month if it doesn't clear. **If no**, ask them to NOT deposit a check with that check number/date should they find it. **Also ask** if they want/need the stale check reissued.
3. **To VOID a check:** do NOT remove the expense in the ledger, but **DO** add a note in that check's line indicating that the check is voided. Create a new line in the register for the "income" from the VOID, referencing the voided check number, date, and amount. This will serve as a paper trail for the expense, and its resolution, for future reference.
4. **To replace a voided/stale check**, create a new register entry with a new check number, referencing the old check number in the memo area. When replacing stale/voided checks, be particularly careful to verify the mailing address/delivery plan for the intended recipient, and that the recipient is watching for the check - you don't want a repeat of the same situation with the new check!