

Check Handling and Unclaimed Funds Policy

1.0 PURPOSE

The purpose of this Check Handling and Unclaimed Funds Policy (“Policy”) is to establish standard operating procedures and guidelines for handling returned and stale dated checks. Pursuant to CA Government Code 50050-50057, funds that are not the property of CEA that remain unclaimed for three years will become property of CEA after public notice is made and if not claimed or if no verified complaint is filed and served. At any time after the expiration of the three-year period, the Treasurer of CEA may cause a notice to be published once a week for two successive weeks in a newspaper of general circulation published in the local agency.

2.0 APPLICABILITY

This Policy applies to all checks issued by Clean Energy Alliance (CEA).

3.0 DEFINITIONS

Term	Definition
Returned Check	A check is “Returned” when the post office is not able to deliver to the intended payee.
Stale Check	A check becomes Stale when it is uncashed after 90 days.
Unclaimed Funds	Stale checks that remain unclaimed for 3 years or more.

4.0 HANDLING OF RETURNED CHECKS

- 1) Once a month, CEA will compile a list of all checks that were returned by the post office as undeliverable and attempt to identify the reason it was returned.
- 2) If no mailing address correction is identified, the check is to be voided and funds moved to an unclaimed funds account.
- 3) If mailing address corrections are identified, the original check is to be voided and a new check issued.
- 4) If the check returns a second time, the check is to be voided and funds moved to an unclaimed funds account.
- 5) If the payee contacts CEA requesting reissue, the payee must provide a copy of a current photo identification proving that they are the payee and the updated mailing address.
- 6) The check will be reissued from the unclaimed funds account.
- 7) Returned checks that remain unclaimed for three years will be subject to the unclaimed funds process outlined in section 6.0 in this policy.

5.0 HANDLING OF STALE CHECKS

- 1) If a check remains uncashed after 90 days it will be considered stale. Upon becoming stale, the check will be voided and funds moved to an unclaimed funds account.
- 2) If the payee contacts CEA requesting the check be reissued, the payee must provide a copy of a current photo identification proving that they are the payee and confirm the proper mailing address.
- 3) The check will be reissued from the unclaimed funds account.
- 4) Stale checks that remain unclaimed for three years will be subject to the unclaimed funds process outlined in section 6.0 in this policy.

6.0 HANDLING OF UNCLAIMED FUNDS

- 1) Every year, CEA will compile a master list of checks that are 3+ years old and stale. The list will include:
 - a. Check Number
 - b. Check Date
 - c. Check Amount
 - d. Payee
 - e. Payee Address
 - f. Fund name in which it is held
 - g. Notes (NEM payment etc.)
- 2) Upon completion of the master list of stale checks, CEA drafts and initiates public notice with a local newspaper to be publicized for two consecutive weeks. The public notice should include:
 - a. Date which the funds will become property of CEA if not claimed, which must be no less than 90 days from the date of the first public notice.
 - b. Instructions for claiming funds
 - c. Contact information for questions
 - d. A list of all unclaimed funds including deposit type (Ex Net Energy Metering), depositing party in alphabetic order, date of the check, amount of the check
- 3) CEA is to obtain and file a copy of the proof of public notice from the newspaper posting.
- 4) Customers wishing to claim funds must do so by emailing a request to askcea@thecleanenergyalliance.org.
 - a. When a claim request is received, CEA will send the customer a Request for Unclaimed Funds Form to fill out and return with proof of identification. For residential customers, a copy of a current photo identification and proof of previous address of residence if you have moved in the past three years will be requested. For commercial customers a copy of current W-9, Letter of Authorization on Company letterhead with the names of individuals with signing

authority to claim on behalf of the business, and proof of previous address if you have moved in the past three years will be requested.

b. CEA will file a copy of the request and proof of identification upon receipt.

- 5) Once the deadline for customers to respond is reached, CEA will process re-issuances. The deadline will be no less than 90 days from the first public notice.
- 6) Once the check is re-issued, the customer should be marked “claimed” on the master list and removed from the final list for the staff report.
- 7) Once the noticing is complete and the date which the funds will become property of CEA if not claimed has passed, CEA will produce a final list of unclaimed funds to attach to the staff report. The staff report will go to the Community Advisory Committee (CAC) and Board of Directors for approval of transfer from the unclaimed funds liability account to revenue.