



Lincoln Charter School PTO Financial Policy

Lincoln Charter School-PTO accepts cash, checks and money orders for all PTO functions and fees. Checks for PTO functions and fees should be made payable to **LCSE-PTO**. Please be sure to indicate what the check is for and student's name in the memo section in the lower left corner of the check. As a courtesy to the school and its parents, all checks will be deposited in a timely manner.

The return of a check issued to the LCSE-PTO will result in a \$5.00 service charge placed against the account of the student on whose behalf the check was presented. Return of a second or third check will result in a \$25.00 service charge each also placed on the student's account. Parents will be notified of a returned check and will have ten (10) days to pick up the check. Returned checks and all fees must be paid by cash, money order or cashier's check. Each account will be allowed (3) returned checks after which payment by check will no longer be accepted. ALL PTO fees must be paid in advance with cash for the remainder of the school year.

Each student's account must be paid in full, including the amount of any outstanding checks plus all service fees, before a final report card will be issued for that student.

To reconcile your account, please contact the PTO Treasurer.