



**POLICY 3.4**  
**ACCOUNTS RECIEVABLE COLLECTIONS**

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Department: Finance

Date Approved: April 19, 2013

Rescinds:

Board Res. No: 063/04/19/13

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**PURPOSE:**

To serve as a guideline towards providing a consistent practice for revenue collections.

**SCOPE:**

All revenue is to be collected in a fair and timely manner.

**POLICY:**

1. The following procedure will be followed regarding all accounts receivable:

<u>DATE</u>	<u>ACTION</u>
Current Date	Invoice Mailed
30 Days	30 Day Letter
45 Days	Telephone Call
60 Days	Registered Letter
75 Days	Telephone Call
90 Days	Registered Letter

At the 90 days point, one of two things is done as follows:


Account is under \$100.00:

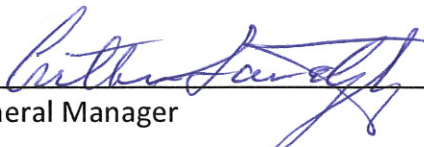
The outstanding balance is referred to the Board for their decision on future collection action.

Account is over \$100.00:

The outstanding balance is referred to a collection agency or can be taken to small claims court.

2. Administration will at all times be willing to agree to a suitable payment schedule.
3. The Board must approve, by resolution, the write off of any accounts.

  
Chairman

  
General Manager