

## Town of Naicam Policy Manual

<b>POLICY TITLE:</b>  <b>Accounts Receivable Collections Policy</b>	<b>POLICY NUMBER:</b>  <b>2020-001</b>	<b>EFFECTIVE DATE:</b>  <b>January 1, 2020</b>
<b>ORIGIN:</b>  <b>Administration</b>	<b>ADOPTED BY COUNCIL ON:</b>  <i>Jan 14, 2020: Res #2020-014</i>	<b>AMENDED DATE:</b>  

### **Purpose:**

To provide a guideline for administration in regard to collecting payment for invoices processed by Accounts Receivable including but not limited to invoices for custom work, rentals, ambulance services, and firefighting.

### **Procedure:**

1. Accounts are considered past due after 30 days.
2. Interest of 2% will be charged monthly on the first of each month for all past due accounts.
3. Exceptions: Other levels of government and government entities such as RCMP, Social Services, SGI, etc. may not be subject to interest.
4. Invoices that remain past due after 120 days may be written off as uncollectable and: applied to property taxes where permitted under *The Municipalities Act*, sent to collections, or collected in another manner permitted by *The Municipalities Act* or any other *Act*.
5. Administration may accept and negotiate reasonable payment arrangements to pay an invoice.
6. Accounts statements for past due accounts shall be sent each time interest is processed.
7. Ambulance invoices for refused service may be billed to the Town and written off as uncollectable.