



TOWN OF HIGH RIVER POLICY

Policy Number:	POL-16-107-00
Policy Name:	Overdue Accounts Policy
Related Procedure Number:	PRO-16-107-00
Related Procedure Name:	Overdue Accounts Procedure
Approval Date:	September 24, 2012
Revision Date:	
Policy Category:	Finance
Responsible Department:	Financial Services

Policy Statement

The purpose of this policy is to provide uniform guidelines for the collection of overdue accounts due to the Town of High River, creating a provision for accounts deemed doubtful or uncollectible, and subsequently writing off of bad debt accounts.

The Town shall ensure the overdue accounts practices are conducted in accordance with:

- Generally Accepted Accounting Principles (GAAP)
- the Tax Recovery Provisions of the MGA - Part 10, Division 8
- the Recovery of Amounts Owing by Civil Action as per MGA s. 552
- the Addition of Amounts Owing to the Tax Roll as per MGA s. 553
- Freedom of Information and Protection of Privacy Act
- Municipal Bylaws and Council Policies

Scope

This policy applies to any outstanding account receivable for the Town.

Definitions

Customer – the person or business to which the Town provides goods or services.

Town – means the corporation of the Town of High River and includes all lands within its jurisdictional boundaries.

Responsibilities

- a. Town Council to:
 - i. Approve by resolution this policy and any amendments.
 - ii. Consider the allocation of resources for successful implementation of this policy in the annual budget process.

- b. Chief Administrative Officer to:
 - i. Implement this policy and approve procedures.
 - ii. Lead Administration in carrying out implementation plans for this policy.
 - iii. Approve any exceptions to this policy.
- c. Director of Legislative & Administrative Services to:
 - i. Ensure implementation of this policy and related procedures.
 - ii. Maintain a complete original copy of this policy and related procedures.
 - iii. Ensure this policy and related procedures are accessible to all departments and interested parties in a timely manner.
 - iv. Ensure this policy and related procedures are reviewed in accordance with Policy PRO-08-100-01 – Developing Policies and Procedures.
- d. Manager and/or Supervisor of the Accounting Department to:
 - i. Ensure implementation of this policy and related procedures.
 - ii. Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.
- e. Chief Financial Officer to:
 - i. Approve any exceptions to this policy.
- f. Manager of Financial Services to:
 - i. Provide guidance and direction to the parties responsible for the implementation of this policy and related procedures, as required.

Exceptions

The Chief Administrative Officer or the Chief Financial Officer must approve any exceptions to this policy.

End of Policy

Approval

This policy shall come into force and effect upon adoption by Council at a Regular or Special Meeting.

**Approved September 24, 2012 Meeting of Council
Resolution #469/2012**

MAYOR/DEPUTY MAYOR

CHIEF ADMINISTRATIVE OFFICER/
DIRECTOR OF LEGISLATIVE AND ADMINISTRATIVE SERVICES

DATE