



LAC LA BICHE COUNTY POLICY

TITLE: MISCELLANEOUS ACCOUNTS RECEIVABLE COLLECTIONS	POLICY NO: CS-10-007
RESOLUTION: 12.540	EFFECTIVE DATE: AUGUST 28, 2012
LEAD ROLE: MANAGER, FINANCE	NEXT REVIEW DATE: AUGUST 28, 2014
SPECIAL NOTES/CROSS REFERENCE:	AMENDMENT DATE:

POLICY STATEMENT:

To provide for the effective control, administration, and collection of miscellaneous accounts receivable that are not governed by provincial statutes (like the *Municipal Government Act*) or County bylaws (like the Waterworks Bylaw or the Sewage System Bylaw). Generally, this policy will not apply for the collection of utility or tax arrears unless indicated.

PROCEDURE:

1. The following timeline and procedures will be followed, except where otherwise varied in this policy, for monies owing to Lac La Biche County:

<u>Age of Invoice</u>	<u>Action</u>
1 Month	Statement mailed – plus applicable interest per month charged
2 Months	Statement mailed – plus applicable interest per month charged
3 Months	Statement mailed – plus applicable interest per month charged, plus a County representative contact the client via telephone if possible.
4 Months	Statement mailed – plus applicable interest per month charged, plus advice letter notifying client that account will be transferred to the tax roll and/or collection action.
5 Months	Account balance transferred to tax roll, if it is an account which the County is authorized to add to the tax roll; if a tax roll does not exist or the County does not have the authority to add the account to the tax roll, collection action will be taken.

The applicable rate of interest is set by the relevant bylaw or by County policy if there is no relevant bylaw.

2. If an agreement is entered with Lac La Biche County regarding payment of outstanding accounts (including taxes and utilities) in an orderly fashion, the County may defer taking collection action or adding amounts to the tax roll for so long as the contract is in good standing.

3. Accounts Receivable for services delivered to a property will be added to the tax roll in accordance with this policy, County bylaws and section 553(1) and 553.1(1) of the *Municipal Government Act*.

"Original Signed"
Chief Administrative Officer

October 15, 2012
Date

"Original Signed"
Mayor

October 23, 2012
Date