

Policy Statement

The Village of Innisfree is a corporation that engages in many businesses, including sales of miscellaneous services (grass cutting, snow removal, solid waste removal, as well as Bylaw Enforcement Penalties and fines) that are invoiced through an Accounts Receivable program. To facilitate timely business processes within and for the municipality, the Village of Innisfree will set standards and procedures to ensure timely receipt of payments to clear up the Accounts Receivable balances and keep the Village's financial records up to date.

Purpose

The key objective of this Policy is to ensure that Municipal Accounts Receivable procedures are transparent and provided in a fair and equitable manner.

Procedures:

1. The Accounts Receivable Clerk will print an Aged Accounts Receivable Report on a monthly basis that will show what Accounts Receivable Invoices are outstanding – 30, 60, 90 and over 90 days.
2. Penalties will be calculated for outstanding invoices unpaid after due date, at a rate of 2.5% per month.
3. Monthly statements are generated and sent to customers who have outstanding accounts, including the amount of the original invoice, plus accumulated penalties except fire calls.
4. After being overdue for 60 days, the Accounts Receivable Clerk will send a letter to the customer/resident indicated that all Village services will be suspended if payment is not received.
5. If an invoice is outstanding past 60 days overdue and can be legally transferred to the tax roll as per Section 553.1 of the *Municipal Government Act*, then it will be added to the tax roll and shall be deemed to be a tax imposed from the date it is added to the Tax Roll.
6. If Accounts are still overdue following 90 days (3 months), (those that could not be legally transferred to an individual's tax roll,) Administration will forward details of the outstanding invoice to an Agency hired for the collection of overdue accounts.
7. At year end, Administration will review all outstanding accounts and present recommendations for the writing-off of any accounts deemed uncollectable for Council approval.