



LAC LA BICHE COUNTY POLICY

TITLE: ACCOUNTS RECEIVABLE CANCELLATIONS	POLICY NO: CS-10-013
RESOLUTION: 10.007	EFFECTIVE DATE: JANUARY 12, 2010
LEAD ROLE: MANAGER, FINANCE	NEXT REVIEW DATE: DECEMBER 31, 2010
SPECIAL NOTES/CROSS REFERENCE: CS-002, CS-12-015	AMENDMENT DATE:

POLICY STATEMENT:

To provide for the effective issuance, administration, and cancellation of accounts receivable.

GUIDELINES:

Taxes:

1. Upon reduction of assessment, where the Municipal Assessor deems that the current year's assessment has been levied incorrectly, or where the Municipal Government Board or the Assessment Review Board reduces the assessment, taxes payable must also be adjusted.

Authorization: The Director of Corporate Services or the Chief Administrative Officer is authorized to cancel the portions of taxes payable as a result of the Assessor making a revision or an Assessment Appeal Board assessment change.

2. Upon cancellation of Crown Leases where the leases have been cancelled and property taxation should have ceased.

Authorization: The Director of Corporate Services or the Chief Administrative Officer be authorized to cancel the taxes.

3. Cancellation of Tax Accounts, other than those identified above.

Authorization: County Council is the only authority to cancel these tax accounts.

Accounts Receivable (including Water and Sewer Accounts):

4. Upon determination of Accounts Receivable being uncollectible.

Authorization: The Director of Corporate Services or the Chief Administrative Officer is authorized to cancel uncollectible Accounts Receivable less than \$500.00; a summary of those accounts cancelled greater than \$250.00 be presented to Council.

5. Cancellation of unpaid interest charges.

Authorization: The Director of Corporate Services or the Chief Administrative Officer is authorized to cancel unpaid interest charges less than \$500.00, and a summary of those accounts cancelled greater than \$250.00 will be presented to Council.

6. Where the Department Head who has issued the invoice deems that the invoice, or amount to be invoiced is in error.

Authorization: The Department Head or the Director of Corporate Services or the Chief Administrative Officer is authorized to cancel the Account Receivable, if less than \$500 and that a summary of those accounts cancelled greater than \$250 will be presented to Council.

7. Cancellation of Accounts Receivable other than those identified above.

Authorization: County Council is the only authority to cancel Accounts Receivable with a value over \$500.00

PROCEDURE:

1. The Department Head will provide written documentation indicating the reasons why the Accounts Receivable is being cancelled or reduced. The Department Head will also provide the general ledger account numbers that will be affected.
2. The Department Head, the Director of Corporate Services or the Chief Administrative Officer will approve the adjustment. It will then be submitted to the Accounts Receivable Clerk for posting.
3. The Director of Corporate Services or the Chief Administrative Officer will submit to Council any Account Receivable cancellation over \$500 requiring the Council's authorization. Once approved, it will be forwarded to the Accounts Receivable Clerk for posting.
4. The Director of Corporate Services or the Chief Administrative Officer will provide Council with the cancelled Accounts Receivable lists as identified in this policy.

“Original Signed”

Chief Administrative Officer

January 22, 2010

Date

“Original Signed”

Mayor

January 22, 2010

Date