



MUNICIPAL POLICY HANDBOOK

CODE NUMBER: 2700

CATEGORY: Financial Operations

ACCOUNTS RECEIVABLE **COLLECTION POLICY**

(Under \$4,000.00)

The Council of the County of Athabasca No. 12 deem it necessary to adopt the following procedures when collection accounts receivable for accounts outstanding under \$4,000.00:

1. A first statement of an outstanding invoice is sent out on the last day of the month in which the invoice was issued.
2. A second statement is sent out thirty (30) days from the date of the first statement.
3. A third statement is sent out sixty (60) days from the date of the first statement.
4. A fourth statement is sent out ninety (90) days from the date of the first statement. Along with the statement will be a form letter advising that the account is to be submitted to the Civil Claims Court if the account is not paid within forty (40) days.
5. A fifth statement is to be sent out one hundred and twenty (120) days from the date of the first statement. Along with the statement will be a final notice and a copy of a Civil Claim advising that if the account is not paid within ten (10) days from the date of this letter a Civil Claim will be issued.
6. If the account is not settled at this time, Administration will proceed with obtaining a Judgement through Civil Claims Court.
7. Once a certificate of judgement has been obtained, Administration will proceed with filing a Writ at the Court of Queen's Bench office in order to garnishee wages or bank accounts, seizure of goods or filing a Writ at the Land Titles Office against property.

Effective

Policy Date: 93/06/08

Reference: P# 10557

Revision: 99/09/30
