



MUNICIPAL POLICY HANDBOOK

CODE NUMBER: 2710

CATEGORY: Financial Operations

ACCOUNTS RECEIVABLE

COLLECTION POLICY

(Over \$4,000.00)

The Council of the County of Athabasca No. 12 deem it necessary to adopt the following procedures when collecting accounts receivable for accounts outstanding over \$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 turned over to our lawyers for legal action if the account is not paid within forty (40) days.
5. If the account is not settled at this time, Administration will turn the account over to the County's Solicitors.

Effective

Policy Date: 93/06/08

Reference: P# 10560

Revision:
