

<b>Policy Number</b> 45 - 2009	<b>Approval Date</b> October 14, 2009	<b>Resolution Number</b> 592 /09
<b>Supersedes</b> N/A	<b>Effective Date</b> October 14, 2009	<b>Legal Authority</b>

**TITLE:           Accounts Receivable Write-Off Policy**

**POLICY STATEMENT:**

The Town of High Prairie shall maintain a record of all bad debts for a seven year time period regardless of whether they have been actually written off the accounting records of the municipality. Such records shall be referenced to determine whether customers who are in bad debt status are eligible for future services.

Balances carried forward on the Accounts Receivable Sub-Ledger that are only interest charges may be written off when all collection proceedings have been exhausted and upon receipt of the outstanding debt and with the approval of the Town Manager.

Principal balances carried forward on the Accounts Receivable Sub-Ledger that are actual debts but are under five hundred dollars and have remained outstanding for a period of one year may be written off by the Town Manager, when all collection proceedings have been exhausted and a listing of any balances so written off must be submitted to the Council on an annual basis.

Principal balances carried forward on the Accounts Receivable Sub-Ledger that are actual debts of \$500.00 or over shall require Council resolution to write-off.

Dated this day: October 14, 2009



Rick Dumont, Mayor



Acting Town Manager