

Title: Accounts Receivable Cancellation or Adjustment

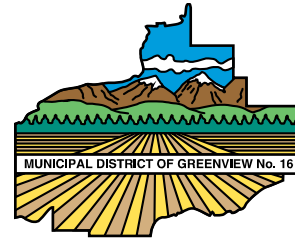
Policy No: 1504

Effective Date: July 8, 2019

Motion Number: 19.07.538

Supersedes Policy No: AD 34

Review Date: July 8, 2022



Purpose: To provide effective control of adjustments or cancellations to account receivable.

DEFINITIONS

CAO means Chief Administrative Officer of the M.D of Greenview.

Greenview means the municipal corporation of the M.D of Greenview No. 16.

POLICY

1. Greenview will process adjustments or cancellations only after appropriate authorization has been obtained.
2. Administration will make a minimum of three (3) attempts to collect outstanding Accounts Receivable prior to making a recommendation for cancellation.
3. Administration will provide written documentation to Council indicating the reason the Accounts Receivable is being cancelled or adjusted.
4. Cancellation of Accounts Receivable, excluding tax accounts, up to and including \$1,000.00 requires approval of the CAO. Cancellation of accounts in excess of \$1,000.00 requires Council approval.
5. Accounts or clerical errors (including clerical errors on tax accounts), Court of Revision or Assessment Review Board changes will be cancelled or adjusted with the authorization of the CAO.