

	<b>RURAL MUNICIPALITY OF STANLEY</b>	<b>POLICY NO. A31-10</b>
	<b>ADOPTED BY:</b> Resolution No. 2010 235	<b>DATE LAST REVIEWED BY COUNCIL:</b> May 20 2010
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	<b>TITLE:</b> Invoicing, Accounts Receivables	<b>Reference:</b> Administration

### **POLICY:**

It is important that the RM of Stanley collect bills owing to the municipality in an efficient and expedient manner.

This policy will apply for various invoices sent out by the Municipality.

### **PROCEDURE:**

- The RM administration office will invoice customers in a timely manner and handle the collection of the amount(s) owing.
- All invoices will contain a brief description of the purpose of the invoice, terms, amount owing, and due date.
- Custom work invoices will have terms of Net 30 days with a 1.25% interest/month penalty (compounding).
- Should the amount outstanding exceed 30 days, a reminder notice will be sent to the last address on file.
- Should full payment not be received within 60 days of the date of the original billing, the full amount outstanding (including interest penalties) will be transferred to the property taxes for the affected property.
- At the discretion of the CAO, a payment agreement may be entered into facilitating the collection of the account. Should the payment agreement be defaulted, the account will be deemed to be outstanding.
- In cases where there is no applicable property roll to transfer the outstanding amount, the matter will be referred to the CAO for a determination on the method of collection.
- Should a discrepancy occur resulting in a dispute regarding the charges, the matter will be forwarded to the CAO for a decision. If the matter remains to be unresolved the matter will be referred to Council for a final decision.