



STAFF REPORT TO COUNCIL

Report No: TR2021-22

June 22, 2021

From: Kimberley Goyette – Director of Finance/Treasurer

RE: Accounts Receivable and Collection Policy

Recommended Motion:

THAT Council of the Township of North Glengarry approve the Accounts Receivable and Collection Policy.

Background / Analysis:

Although the Township invoices for accounts receivable and has collection processes in place, there is currently no formal policy identifying these processes.

This policy is to formalize and document these practices to provide consistent handling of invoices, collections and write offs of uncollectable items.

Alternatives:

1. Approve the Accounts Receivable and Collection Policy.
2. Do not approve the Accounts Receivable and Collection Policy.

Financial Implications:

N/A

Attachments & Relevant Legislation:

Municipal Act, 2001
Collection and Debt Settlement Services Act
Rules of Small Claims Court

Others Consulted:

Billing and Accounts Receivable Clerk

Reviewed and Approved by:
Sarah Huskinson, CAO/Clerk