



POLICY FS-21: Delegation of Authority to Write Off Certain Accounts Receivable

Financial Services

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Approval Authority: Council Resolution No. 3
Effective Date: November 30, 2010
Revision Date/s:

Purpose:

During the Program Review carried out in the summer of 2009, the Program Review Committee looked for areas to improve customer service and efficiency within departmental operations. One of the areas identified, was the write off of uncollectible accounts receivable.

A number of accounts are minor in nature and do not have a material impact on operations. For example, POA fines are cancellable if the defendant has passed away. This is according to provincial policy and Norfolk County simply follows the established policy. Currently these reports are forwarded to Council for approval but Council really has no decision to make. These fines are generally small and do not affect our revenues because they are not included in revenue until paid. The approval process is a necessary step but it takes up valuable Council time.

The purpose of this Policy is to improve the accounts receivable process by delegating the authority to write off certain accounts receivable to the Norfolk County Treasurer.

Policy Statement

The Council of Norfolk County, as a duly elected municipal government, is directly accountable to its constituents for its legislative decision making, policies and administrative functions. The efficient management of the municipal corporation and the need to improve the accounts receivable process requires Council to delegate the authority to write off certain accounts receivable to the Norfolk County Treasurer. The conditions and limits of this delegation are outlined in this policy.

Implementation Procedure:

In 2007 Council adopted a delegation policy (CRS-62) whereby Council set out a process to delegate powers to individuals or bodies where it was deemed appropriate to do so. By authorizing the delegation of authority to write off certain accounts receivable to the Norfolk County Treasurer, Council will simplify the reporting process and speed up the collection and accounting process.

Conditions:

In delegating this authority, the following conditions must be considered:

1. That the authority to write off outstanding accounts receivable be delegated solely to the Treasurer of Norfolk County.
2. That the maximum authority to write off general accounts receivable be limited to a maximum of \$100 per account.
3. That POA accounts will have no maximum limit but are restricted to only those instances where the defendant is certified as deceased (or no longer exists in the case of a corporation).
4. That the authority so delegated cannot be re-delegated to any other individual body.

Reporting/Accountability:

The Treasurer shall prepare an Annual Report to Council by information report outlining all outstanding accounts written off and their individual amounts during the year.