

# RM OF REYNOLDS POLICY

**Title: Bad Debt Policy**

**Policy No. 57**

## **PURPOSE:**

The purpose of this policy is to recognize that some debts may become irrecoverable over a period of time. This policy sets out the circumstances that enable council to write off these bad debts.

## **PROCEDURE:**

Recovery of debts will be pursued pending if outstanding debt can be added to the tax roll.

If the invoice can be added to a tax roll after 30 days of non payment it will be added to the tax roll number pertaining to the name on the invoice.

If the invoice is assigned to a non-rate payer, the invoice will be forwarded to Dixon Collection Agency for recovery of the outstanding debt. If Dixon Collection agency reaches phase 2 and the debt is classed as "Exhausted all Efforts" or "Statue of Limitations Barred" at that time the bad debt will be written off.

Once determined an invoice will be written off a resolution listing the invoices and amounts to be written off will need to be approved by council and a journal entry to be completed.

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Implementation Date: August 14, 2024

Approved by:

  
Reeve – Russ Gawluk

Resolution: 24/273

  
CAO – Kim Furgala