

MTO ACCOUNTS RECEIVABLE COLLECTION POLICY

Policy Number:	_____	05	_____
Coverage:	MTO staff		
Board Approval:	<u>10</u>	/	<u>06</u> / <u>17</u>
	Y	M	D
Effective Date:	<u>10</u>	/	<u>06</u> / <u>17</u>
	Y	M	D

**Municipal Training
Organization**

ACCOUNTS RECEIVABLE COLLECTION POLICY

Policy

To guide administration staff of the Municipal Training Organization (MTO) for the purposes of collection of outstanding debts owed to the organization.

As per the Municipal Training and Development Policy: “Registration fees will be billed to participating municipalities after each course. If registration fees are not paid a municipality may have its’ membership suspended per section 4 of the MTO’s By-Laws”.

Guidelines:

Accounts Receivable items outstanding for more than thirty (30) days from the date of issuance will receive a statement showing the outstanding balance owing to the organization.

Accounts Receivable items outstanding for more than sixty (60) days from the date of issuance will receive a statement which shows the outstanding balance owing to the organization as well as a letter as outlined in Schedule A.

Accounts Receivable items outstanding in excess of ninety (90) days from the date of issuance will receive a statement which shows the outstanding balance owing to the organization as well as a letter as outlined in Schedule B.

Accounts Receivable items outstanding in excess of one hundred twenty (120) days from the date of issues will receive a statement which shows the outstanding balance owing to the organization as well as a letter as outlined in Schedule C.

Any organization with an outstanding debt to the MTO has the right to appeal, in writing, any balances they feel are not owed to the MTO. Subject to this appeal process, the Board of Directors, based on the recommendation of the Executive Director, reserves the right to reverse or hold to the outstanding balance in question.

At the end of every fiscal year, prior to the audit process, the Executive Director will provide a detail listing of outstanding debts owed to the MTO with records of correspondence, relating to said outstanding debts. The Board of Directors will review said list and provide the appropriate direction for further collection, set up of bad debt or write off of said debts.