

RESOLUTION NO.: 2016-43

A RESOLUTION AUTHORIZING THE TOWN MANAGER TO ADOPT AN
UNCOLLECTIBLE ACCOUNTS RECEIVABLE WRITE-OFF POLICY.

WHEREAS, the Town of Signal Mountain is committed to insuring that all reasonable diligence is used to pursue collection of past-due accounts receivable and that appropriate governmental accounting practices are followed; and

WHEREAS, delinquent accounts that have been systematically evaluated and found to be uncollectible should be documented and removed from the Town's accounting system so that active records provide the most accurate and realistic accounting of the Town's financial position;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Signal Mountain, County of Hamilton, Tennessee that the Town Manager is authorized to adopt the attached Uncollectible Accounts Receivable Write-off Policy for the Town of Signal Mountain.



Dick Gee, Mayor



Recorder

9/12/16

Date

9-12-16

Date

UNCOLLECTIBLE ACCOUNTS RECEIVABLE WRITE-OFF POLICY

PURPOSE

The purpose of this policy is to ensure that all reasonable diligence has been used to collect accounts receivable, improve measurement of the Town's accounts receivable and ensure the most efficient use of Town revenue collection resources.

POLICY

It is the policy of the Town of Signal Mountain to actively pursue collection of past-due accounts receivable, regularly review the status of past-due accounts, and write-off amounts determined to be uncollectible. A write-off of uncollectible accounts receivable from the Town's accounting records does not constitute forgiveness of the debt or gift of public funds.

SCOPE

This policy applies to all Town departments and funds.

PROCEDURES

Collection procedures are established by the responsible departments and will vary depending on the nature of the receivable. Types of receivables covered by this policy include but are not limited to: business license tax; water utility billings; personalty tax, stormwater fees, fees for services; recovery for damage to Town property; fines and penalties; and legal judgments.

Accounts receivable should generally be written-off during the fiscal year in which an account is determined to be uncollectible. Subsequent collection of an account previously written-off will be treated as new revenue in the appropriate fund.

I. Designation of an Account as Uncollectible

An account will be considered uncollectible after the appropriate collection procedures have been followed if it meets one or more of the following criteria:

- The debt is disputed and the Town has insufficient documentation to pursue collection efforts;
- The cost of further collection efforts will exceed the estimated recovery amount;
- The amount is under \$100 and remains unpaid after one year;
- The account remains unpaid after 10 years for judgements, 6 years for non-judgements, or the applicable period for commencement of a recovery action (statute of limitations);
- The debtor cannot be located, nor any of the debtor's assets;
- The debtor has no assets and there is no expectation they will have any in the future;
- The debtor has died and there is no known estate or guarantor;
- The debtor is a company which is no longer in business;
- The debt is discharged through legal action (bankruptcy or court judgment);
- The debt has been forgiven by action of the Town Council.

II. Preparation of Request for Write-Off of Accounts Receivable

At least annually, each department will identify any accounts receivable for which it is responsible that meet the criteria for designation as an uncollectible account. A request for write-off of accounts receivable will be prepared by departmental staff, signed by the department head, and submitted to the Finance Director.

The request for write-off of accounts receivable must include an itemized list of the uncollectible accounts to be written off specifying the following:

- Debtor name;
- Account balance;
- Due date;
- Brief description of receivable type;
- Criteria under which the account was deemed uncollectible; and
- Account number of the receivable in the Town's accounting system.

For each uncollectible account, documentation must be attached to the request to support the uncollectible account designation and substantiate that the department has followed its collection procedures and exercised due diligence in its collection efforts. Due diligence documentation could include:

- Invoices, reminder letters, or collection letters (and any documentation that are returned as undeliverable, no known forwarding address, etc.);
- Referral to the Town's collection agency;
- Bankruptcy claim and any related plan or discharge;
- Judgment awarded by a court or settlement agreement; and
- Notice of discontinuation of services.

III. Approval Authority for Write-Off Requests

Upon receipt of a request for write-off of accounts receivable by the Finance Director, Finance Department staff will review the request to ensure that it is complete and that all necessary due diligence documentation has been attached. Once Finance Department staff has completed its review of a request, the qualified accounts to be written-off will be presented to the appropriate authorizing official for approval:

- The Finance Director is authorized to approve the write-off of accounts with an outstanding balance due of up to \$500.00,
- The Town Manager is authorized to approve the write-off of accounts with an outstanding balance in excess of \$500.00 and up to \$1,500.00,
- Write-off of accounts with an outstanding balance due in excess of \$1,500.00 must be approved by action of the Town Council.