



The Corporation of the Municipality of Red Lake

**FINANCIAL SERVICES AND CONTROL
POLICY MANUAL**

Subject: Accounts Receivable	Approval Date: January 19, 2015	By-Law No. 02-2015
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4.10 ACCOUNTS RECEIVABLE

1. GENERAL

- 1.1 Accounts receivable shall be kept to a minimum.
- 1.2 Council may direct that payment be made prior to work being performed; payment to be based on 100% of the estimated cost of the work.
- 1.3 Payments of arrears shall be collected by legal action should normal collection procedures fail.
- 1.4 Interest shall be charged on all accounts receivable more than thirty (30) days old at the rates pursuant to the Tariff of Fees and Charges By-Law in force at the time.
- 1.5 All accounts shall be paid in full within thirty (30) days of the invoice date. Services shall be suspended for **delinquent accounts (90+ days)**.
- 1.6 General Accounts, excluding water and sewage services and property taxation shall be invoiced a minimum of once per month.
- 1.7 Water and sewage services shall be invoiced quarterly as per the terms of the By-Law in force at the time.
- 1.8 Property taxation shall be invoiced in accordance with the terms of the By-Law in force at the time.
- 1.9 Customers who have had services suspended for delinquent or non-payment, may be required to pay in advance for future services rendered.

2. UTILITIES

- 2.1 Water and Sewer services shall be invoiced quarterly as per the terms of the By-Law in force at the time.
- 2.2 Interest shall be charged on all outstanding utilities balances at the rates pursuant to the Tariff of Fees Charges By-Law in force at the time.
- 2.3 Delinquent Water and Sewer amounts will be transferred to the Property Tax Roll twice annually, in June and December of each fiscal year.



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3. CEMETERY

- 3.1 Invoices for plot sales, perpetual care for plots sold, licensing fees, death registrations, fees for markers and monuments, perpetual care for markers and monuments, and interment charges shall be invoiced a minimum of monthly.
- 3.2 Documents for billable cemetery related services shall be provided to the Accounts Receivable Clerk each time such document is received or produced.
- 3.3 Interest shall be charged on all outstanding cemeteries account balances at the rates pursuant to the Tariff of Fees and Charges By-Law in force at the time.

4. SET OFF

- 4.1 Monies owed to the Municipality by a bidder, contractor or supplier may be set off by the monies owed to the bidder, contractor or supplier by the Municipality.