



POLICY – FN 05

ACCOUNTS RECEIVABLE CANCELLATION

APPROVAL DATE:	2006-12-08	CROSS-REFERENCE:	
RESPONSIBILITY:	Administration		
APPROVER:	Council	APPENDICES:	
REVISION DATE (s):	2020-12-07	REVIEW DATE:	2023

POLICY STATEMENT

To establish the standards for the effective control, administration and cancellation of accounts receivable invoices and/or amounts payable to the Village of Marwayne for taxes and/or utilities.

OBJECTIVE

To set the guidelines by which accounts receivable invoices and/or amounts payable to the Village of Marwayne for taxes and/or utilities shall be cancelled as per the Municipal Government Act.

DEFINITIONS

CAO is the Chief Administrative Officer for the Village of Marwayne in the Province of Alberta.

Council is the Councillors for the Village of Marwayne in the Province of Alberta.

Employee is a full-time permanent Employee of the Village of Marwayne in the Province of Alberta.



MGA is the Municipal Government Act, as amended from time to time.

Village is the Village of Marwayne in the Province of Alberta.

GUIDING PRINCIPLES

This policy applies to all Village of Marwayne Employees and is subject to the terms set forth below:

- **Taxes**
 - **Assessment**
 - Upon a reduction or change of assessment by the Village's municipal assessor, the CAO is authorized to cancel all or a portion of a persons or a businesses' taxes as per the regulations set forth under the MGA.
 - **Crown Lease(s)**
 - In instances where a lease agreement has been deemed null and void, the CAO is authorized to cancel all or a portion of a persons or a businesses' taxes.
 - **Other**
 - If the cancellation of taxes is not due to either of the two (2) reasons listed above, Council is solely authorized to cancel all or a portion of a persons or a businesses' taxes.
- **Utilities**
 - **Uncollectable Utility Accounts**
 - The CAO is authorized to cancel uncollectible utility accounts receivable less than five hundred (500) dollars, a summary of which shall be presented to Council.
- **General**
 - **Interest Charges**
 - The CAO is authorized to cancel unpaid interest charges, as it is deemed necessary for uncollectible accounts.
 - **Invoices**
 - The CAO is authorized to cancel invoices less than five hundred (500) dollars which have been deemed uncollectible, a summary of which shall be presented to Council.



- **Other**
 - Any other cancellation of an accounts receivable not listed above shall be solely at the discretion of Council.

ROLES & RESPONSIBILITIES

ROLE/TASK	TITLE (s) OF PERSON RESPONSIBLE
HANDLING INQUIRIES & COMMUNICATING POLICY	Chief Administrative Officer
MONITORING REVIEWS AND REVISIONS	Administrative Assistant