

# **Accounts Receivable – Good Standing Policy**

## **Manitoba Alpine Ski Division**

### **Purpose:**

- In concurrence with MASD's existing By-Law, provide a policy for handling overdue accounts and the assessment of an appropriate Administrative Fee.
- To discourage overdue accounts leading to cash flow problems and unproductive administrative time for MASD.

### **Responsibility:**

- The Board will be responsible for the review and approval of the policy.
- The Executive Director is responsible to ensure invoices are posted promptly, to collect fees, and to assess an administrative fee according to policy.
- The VP – Finance will discuss at Board meeting(s) the status of overdue accounts in excess of \$500.00.
- Monthly, the Executive Director shall apply the appropriate administrative fee(s) on overdue accounts and immediately mail and updated statements of account.
- In consultation with the VP - Finance, the Executive Director may reduce or waive administrative fee(s) for various reasons; or if he/she deem the delinquency was not in the member's control.
- The Executive Director will notify the Club President of their member's accounts over thirty (30) days past due.
- Once confirmation occurs, including dates and costs to the MASD office, the respondent will be responsible for 100% of the invoiced amount.

### **Collection Procedures:**

- All invoices are due upon receipt. Invoices outstanding over thirty (30) days are considered overdue accounts.
- The collection procedures do not apply to Sponsorship and Donation invoices.
- All overdue accounts will pay an administrative fee of \$10.00 per month with a \$50.00 per annum maximum OR the greater of 1.5% monthly (18% per annum).
- For all MASD & Non-MASD members with an overdue account more than 120 days, collection will be processed in Small Claims Court. If the account(s) appear doubtful or considered cost prohibitive to collect, it may be written off.

**PSO Board of Directors Approval Date: May 25, 2023**