

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 Office Manager 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 Office Manager 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 Office Manager may reduce or waive administrative fee(s) for various reasons; or if he/she deems the delinquency was not in the member's control.
- The Office Manager 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 if not paid within 30 days after receipt of invoice, 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 referred to a Collection Agency.

PSO Board of Directors Approval Date: September 29, 2025