

STAFF REPORT
City of Lancaster

CC 16
05/27/14
MVB

Date: May 27, 2014

To: Mayor Parris and City Council Members

From: Barbara Boswell, Finance Director

Subject: **Accounts Receivable Recognition and Write-Off Policy**

Recommendation:

Accept and approve the Accounts Receivable Recognition and Write-Off Policy and authorize the City Manager or his designee to sign the policy.

Fiscal Impact:

The fiscal impact will vary by year, depending on the balance of uncollectible receivables.

Summary:

It is the City's policy to prevent the creation of accounts receivables by requiring payment at or before services are rendered. In some cases, however, an accounts receivable account may be established and may become delinquent. It is the City's policy to actively pursue collections of past-due accounts receivable, regularly review the status of past-due accounts, and write-off amounts determined to be uncollectible.

This policy will set authorization levels and standard guidelines to prevent accounts receivable, administer accounts receivable, and the write-off of uncollectible accounts receivable.

BB:th

Attachment:

Accounts Receivable Recognition and Write-Off Policy