

## Policy Statement

### TITLE

Accounts Receivable Collection Policy

### CODE

405

### REFERENCE

MN Statutes 429.101

### PERSONNEL RESPONSIBLE

All County Department Heads

### EFFECTIVE DATE

06-14-05, revised 04-28-09

### POLICY

**405.100 Policy Statement** – Accounts receivable are generated by products sold or services rendered to the public. It is the responsibility of all Department Heads to make every effort to collect monies owed to the County in a timely manner.

**405.200 Invoices/Statements** – Department Heads will ensure that invoices for products and/or services are delivered as soon as practicable to the debtor. Statements will be sent to debtors who have not paid within 30 days of invoicing.

**405.300 Unpaid Accounts** – If the outstanding balance remains unpaid the following remedies may be used for collection: turn it over to the collection agency used by the Jail; assess it to the taxpayer's property if authorized under MN Statutes 429.101; revenue recapture; or take it to small claims court. If none of these options seem feasible or cost effective the outstanding balance may be written off with the approval of the County Administrator.

**AUTHORED BY:** Finance Committee

**DATE:** 05-05-05

Revised 4-14-09

**APPROVED BY:** County Board

**DATE:** 06-14-05

Revised 4-28-09