

Item
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Policy & Procedure for Delinquent Account Receivables

Invoice Terms and Conditions

All invoices are due 30 days from date of the invoice unless otherwise stated. The City reserves the right to place a service charge on past due accounts at the highest rate permitted by law.

Collecting Past Due Accounts Receivables

30 Days past due: Statement issued – marked PAST DUE.

60 Days past due: Statement issued – marked PAST DUE. Include letter offering payment plan.

90 Days past due: Statement issued – marked PAST DUE. Include letter offering payment plan.

120 Days past due: Statement issued. If no payment plan has been negotiated, account will be turned over to collection agency. Send notice to account holder, include final letter offering payment plan.

150 Days past due: Deputy shall notify City Treasurer of accounts past 150 days and determine how each account should be handled.

Possible additional collection methods are as follows:

- Notice from City Attorney/Small Claims
- TRIP/State Debt Collection
- Post notice of delinquent accounts in the local newspaper. (Letter to account holder notifying)
- Place delinquent balance on tax roll as a special assessment if applicable.
- Declare uncollectible. Write off delinquent balance.

*No permits or licenses are issued to anyone who has outstanding debt owed to the City per Municipal Code Sec. 30.10(2)

**Personal Property Tax cannot be written off. Some accounts may qualify for charge backs from other taxing jurisdictions per Wisconsin Statute Section 74.42(1).

Payment plan guidelines:

>\$50 – 2 equal installments

\$50-\$250 – Up to 6 equal payments, paid monthly, minimum of \$20 payment

\$250 & Up – Up to 12 equal payments, paid monthly

Uncollectible Accounts Receivable

Accounts should be written off when all collection procedures required by the City of Wisconsin Dells have been conducted without results and City Treasurer deems the accounts uncollectible.

Uncollectible accounts may be written off the City's accounts receivable software and no longer recognized as collectible receivables for financial reporting purposes, but the legal obligation to pay the debt still remains. Accounts written off remain debts to the City until discharged by the State of Wisconsin or are collected.

In order for the accounts to be written off the City's accounts receivable software, a memorandum must be submitted to the City Treasurer. The memorandum should include the justification for the write off, collection efforts made supported by account detail for approval and posting. The City Treasurer will report all transactions to the Finance Committee for approval of the write off.

Accounts which had no response from past due or demand letters, and are \$100.00 or less may be written off at the City Treasurer's discretion. Accounts in amounts over \$100.00 follow the procedure for collecting past due accounts receivable and must receive Finance Committee approval before a write off can occur.

Accounts past due from individuals or vendors must be submitted to the Department of Revenue for Tax Refund Intercept Program (TRIP) or the State Debt Collection (SDC) for a minimum of one year prior to write off, if eligible. After write off, these accounts continue to be tracked by the Department of Revenue for debt setoff proceedings.

Tax Receivables including Personal Property tax must follow the State of Wisconsin's chargeback policy and cannot be written off.

Establishing an Allowance for Doubtful Accounts

The City Treasurer is responsible for establishing an allowance for doubtful accounts to reflect the amount of accounts receivable that are estimated uncollectible. The establishment of an allowance ensures that the City's receivables are not overstated for financial reporting purposes.

Policy & Procedure for Sale and Disposal of City Assets

City assets will be reviewed twice annually by each Department Head to identified items that are no longer useful to the City. At the discretion of the Department Head, items may be sold, scrapped or disposed of.

Sale of City Assets

Items may be sold by online auction or by a sealed bid process. All items determined to be sold via online auction should be itemized and reported to the Police Chief with a photo. The Police Chief will administer the online auction. Proceeds from online auction items will be credited to the Department which paid for the asset.

City assets that have reached their useful life may be sold to a third party through a sealed bid process. The auction item must be posted as a public notice on the City's website, and on the meeting boards at City Hall, Kilbourn Public Library and Wisconsin Dells Police Department. The City will accept sealed bids for a minimum of two weeks (14 days). The bids will be opened by the City Clerk and the item will be awarded to the highest bidder. In case of a tie bid, the earliest bid date is awarded. Proceeds collected from these items will be credited to the Department which paid for the asset.

Scrap Inventory

Items may be sold for scrap value if the item has been determined to have no useable life to the City in its present condition but is saleable for scrap value. This includes scrap metal and all recyclable products. Scrap metal and can be sold to various local recycling centers for current market value in exchange for cash or check. Proceeds collected from these items will be credited to the Department which paid for the asset.

Disposal of City Assets

Broken or worn-out items having no saleable or scrap value may be disposed of at the discretion of the Department Head. Disposed items are not eligible for employee/community donations.