

TOWN OF BAY BULLS

Title: Collections Policy & Procedures	Public
Department: Finance	Policy Number: TBB-004-CN
Approval Date: December 9, 2019	Implementation Date: January 1, 2020
Revised Approval Date: July 15, 2020	Revised Implementation Date: July 16, 2020
Revised Approval Date: January 15, 2024	Revised Implementation Date: January 18, 2024

OBJECTIVE/PURPOSE

The Town of Bay Bulls recognizes the importance of having a collection policy for accounts receivable that incorporates acceptable business practices and is applied in a fair and consistent manner.

The policy is intended to:

- ensure that the Town of Bay Bulls can effectively manage accounts receivable, including collection procedures to minimize amounts owing to the municipality;
- provide consistent and equitable treatment to debtors and communication on amounts owing;
- ensure that reasonable and appropriate collection action is taken.

DEFINITIONS

“Municipality” means the Town of Bay Bulls.

“Debtor” means a property owner or business owner that is being charged taxes by the Town of Bay Bulls.

SCOPE

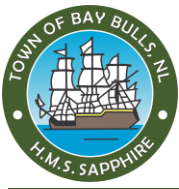
Municipal staff assigned to the administration and collection of accounts receivable shall adhere to the policy and procedures detailed herein.

The Town of Bay Bulls has the authority to put up for auction any eligible properties in arrears in excess of three years.

PAYMENTS

Payments may be made in the form of cash, cheque, debit, credit card or EMT.

Cheques that are returned from the bank as non-sufficient funds will result in an NSF charge of \$40.00. If there are two cheques returned from the bank within a single calendar year, no further cheques will be accepted as payment.



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STATEMENT OF ACCOUNT

Statements will be issued to debtors on a monthly basis when a balance is owing on the account.

INTEREST ON ACCOUNTS

When municipal taxes are considered in arrears, simple interest will be charged on all account balances at a rate of 2% per month, or 24% per annum, except when a debtor, as a part of the Interest Relief Program, has made a payment arrangement to pay the account in full by November 30th of the calendar year.

The Interest Relief Program is available to all tax debtors when a written payment arrangement has been made to pay the account in full by November 30th of the calendar year. If the debtor defaults on the agreed payment schedule, interest will be reapplied to the account retroactively. See Appendix A - Payment Arrangement Form.

TAX DISCOUNT

The Town of Bay Bulls offers a discount to residential property owners who pay their account in full by set date in each calendar year.

COLLECTION ACTION

Once municipal taxes are considered in arrears debtors will receive a notice, with a request to setup a payment arrangement.

Monthly statements will be sent to those accounts remaining outstanding.

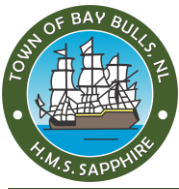
Accounts eligible for tax sale will be processed annually.



Keith O'Driscoll, Mayor



Ashley Wakeham, Town Manager



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Payment Arrangement Form

Date: _____

Parcel ID # (if applicable): _____

Name of Account Holder: _____

Commercial Entity (if applicable): _____

Address: _____

Telephone: _____

Email: _____

Total Amount Owing: \$ _____

Payment Method: Cash/Debit Cheque (post-dated cheques are required) Credit Card EMT

Credit Card Number: _____ Expiry: _____

Payment Dates (please specify the day and month for each payment):

Payment Amount (please indicate the amount to be paid on the date(s) specified above):

\$ _____

Account Holder (please print)

Account Holder Signature

Town Representative

To qualify for the Interest Relief Program, accounts must be paid in full by November 30 of the calendar year. Failure to honour the payment schedule will result in interest being applied to the account. Simple interest on arrears will be applied at 2% per month or 24% per annum.