

# Mountain View Regional Waste Management Commission Policy

	Policy No: 07-14
Policy Title: COLLECTION OF UNPAID ACCOUNTS	Effective Dates: February 24, 2014
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**POLICY OBJECTIVE:**

1. To provide for the timely and orderly collection of unpaid accounts at the Mountain View Regional Waste Management Commission.

**POLICY STATEMENT:**

1. Payment on account is 31 days from the date of invoice.
2. A late fee payment of 1.5% will be added to the invoice after 60 days.

**Amended October 27, 2014  
Amended February 22, 2016**

3. The CAO shall maintain a list of accounts unpaid after 90 days at the Facilities, and deny access until the account is paid in full.
4. The collection procedures shall include:
  - a. Monthly statements-31 days
  - b. Letters requesting payment-60-90
  - c. Referral letter to Collection Agency
5. Uncollectible accounts shall be referred to the Commission annually for writing off.

**RESPONSIBILITIES AND AUTHORITIES:**

1. The CAO is responsible for the collection of unpaid accounts, and any referrals to a collection agency.
2. The Finance Standing Committee will be responsible to review the policy and present any recommendations for changes to the Board for approval.

	DATE	RESOLUTION
Approved	February 24,2014	#26-14
Amended	October 27, 2014	#215-14
Amended	February 22, 2016	#33-16