

## Administrative Procedure 508

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### FEE COLLECTION

#### Belief

Principals and Directors are responsible for the collection of all applicable fees charged at the site level.

#### Guidelines

1. The site shall make written attempts to collect outstanding accounts as per the dates outlined in Financial Procedures Handbook.
2. Sites shall submit an Uncollected Fees Report for accounts outstanding, as per the Financial Procedures Handbook.
3. Subsequent to submission of the Uncollected Fees Report, sites shall immediately advise the Director, Business Services, of any collected fees.
4. Upon receiving the Uncollected Fees Report, the Director, Business Services shall make one written attempt to collect outstanding fees.
5. Should the account still remain unpaid, the Director, Business Services shall write an additional letter, advising that failure to respond will result in the debt being turned over to a Collection Agency.
6. Funds collected shall be forwarded to the Associate Superintendent: Business by June 30<sup>th</sup>, accompanied by Form 508-1: Statement of Fees.
7. A reconciliation reflecting total fees levied, total fees collected and total fees outstanding, shall be submitted to the Associate Superintendent: Business by the Principals/Directors at time fees are submitted.
8. The Associate Superintendent: Business shall annually submit a Request for Write Off through the Superintendent to the Board for those accounts that remain outstanding for more than three years, or on the advice of the Collection Agency that an account cannot be collected.

Reference: Section 21, 49, 60, 61, School Act