

POLICY 98-2

DEPARTMENT COVERED: RECREATION & COMMUNITY SERVICES
SUBJECT: RECEIVABLES/INTEREST
RECOMMENDED: CHIEF ADMINISTRATIVE OFFICER
APPROVAL: WOODSTOCK TOWN COUNCIL
DATE: APRIL 15, 1998
EFFECTIVE: IMMEDIATELY

The purpose of this policy is to establish a practice for

the Recreation & Community Services Department to follow in dealing with Individuals, Groups, Businesses or other Organizations purchasing materials or services from the Department. The following applies:

EXTENSION OF CREDIT

1. Individuals, Groups, Businesses and Organizations may receive credit privileges at the discretion of the Director of Recreation and Community Services under the following term:

BILLING

2. All Individuals, Groups, Businesses or Organizations receiving services or goods from the Department will be billed at the end of the month that the charges apply.

INTEREST

3. Thirty days will be allowed to pay the account in full. Any amounts outstanding after thirty days will be charged interest at the rate of 2%/month. Interest to be charged from Billing Date.

REFUSAL OF SERVICES

4. Any Individual, Group, Businesses or Organization that has not paid any amount owing, including interest charges, within sixty days of the billing time in paragraph one, will be immediately declined further goods or services until such outstanding amounts are paid in full, including all interest charges.

DISCLOSURE

5. All Individuals, Groups, Businesses or Organization wishing to set up an account with the Department will be made aware of this policy.

DISPUTE

6. If any party disputes the amounts of any bill or invoice, they must provide reasons to The Town of Woodstock in writing. Such submission to be received by the Town within two (2) weeks of the date of billing.