



Collections Procedures for Utilities

- Per Ordinance 27-19
 - Bills for accounts to which services have been terminated or discontinued for a period of thirty (30) days shall be considered delinquent thirty (30) days after the final billing date.
 - Should the account remain outstanding for a period of sixty (60) days, the account will be submitted to a collection agency for collection. All such collection costs, as well as any costs pertaining to adjudication, will be borne by the debtor.
- After five years of an outstanding balance, utility accounts are written off.
- The City still has the ability to pursue outstanding utility balances after write off.

Collections Procedures for Miscellaneous Receivables

- Invoices have a 20 day due date
 - 1-30 days past the due date – a notice is sent stating the withdrawal of services for non-payment
 - 45-60 days – notice of collections
 - Most invoices are Solid Waste cans and Parking Meter Hoods. Parking and Solid Waste is notified of the customers that have been sent to collections.
- After five years of an outstanding balance, miscellaneous receivable accounts are written off.
- The City still has the ability to pursue outstanding miscellaneous receivable balances after write off.

Special Assessment Write Off Policy

- Special assessments are written off after ten years of annually sending notification of assessment
- A lien on the property is applied to any special assessment over \$500
- The City still has the ability to pursue outstanding special assessment balances after write off.

Home Energy Loan Write Off Policy

- Home Energy Loans are written off on case-by-case bases.
- Write Offs related to home energy loans often the result of bankruptcy.
- There were no Home Energy Loan write-offs in FY26
- The City still has the ability to pursue outstanding home energy loan balances after write off.



Pool Cash and Credit Card Adjustment

- The City's pool cash and credit card accounts are reconciled to the City's bank account on a monthly basis. Periodically clerical errors occur that require general ledger adjustments to be made. The Finance department continually works with City staff to insure these errors are kept to a minimum.

Accounts Payable, Payroll, & Self Insurance Accounts

- The City uses sweep accounts to temporarily hold funds before being paid out for accounts payable, payroll, and self-insurance. These accounts are reconciled to the City's bank account on a monthly basis. Periodically clerical errors occur that require general ledger adjustments to be made. The corrections to all of these accounts were for issues that occurred between FY21-FY23. Any future corrections are anticipated to be much smaller than the current year corrections.