

 <p>Rainy River District Social Services Administration Board</p>	SECTION: Finance
	POLICY TITLE: Authority for Write-Offs
ORIGINAL DATE: February, 2004	POLICY AREA: Financial Operations
REVISION DATE: September, 2016	POLICY NO: F-4.2
NEXT REVIEW DATE: September, 2020	APPROVED BY: <i>Board Resolution #64/16</i>

1. Purpose

- 1.1. In order to ensure financial integrity of the Rainy River District Social Services Administration Board (RRDSSAB), it is necessary that there be strict controls over the manner and method by which uncollectible accounts receivables are approved for write-off.

2. Policy

- 2.1. As part of the annual audit, the Director of Finance & Asset Management or designate will report all charges to be written off for all RRDSSAB Programs.
- 2.2. Board approval is required when the total annual amount to be written off exceeds \$5,000. Amounts to be written off totalling less than \$5,000, but greater than \$1,000 will be authorized by the Chief Administrative Officer (CAO). Amounts to be written off totalling less than \$1,000 will be authorized by the Director of Finance & Asset Management.

3. Procedure

- 3.1. The Finance Supervisor or designate meets with the respective Program Manager or designated staff to determine the accounts to be written off.
- 3.2. The Finance Supervisor or designate prepares a report for the Director of Finance & Asset Management, CAO and/or Board for authorization, based on the total annual dollar value of the write-offs.
- 3.3. The report will be included as part of the year-end audit.