

UNCOLLECTED REVENUE/UNCLAIMED WARRANTS

Accounts Receivable/Bad Debts

NWESD 189 funds many of its activities by charging for services rendered. Billings result in the creation of accounts receivable from the person(s) or organization(s) receiving the services provided.

These account receivables are assets of the NWESD 189 until they are removed from the books. The most common method of removal of an account receivable is collection of the amount due.

Occasionally it is determined that accounts receivable are uncollectible for one (1) or several reasons. Rather than have an uncollectible account receivable on the books and expend efforts and resources into attempting to receipt the uncollectible, these accounts will periodically be cleared from the books and charged as an expense to bad debts.

The Superintendent and Assistant Superintendent for Finance and Compliance are each individually authorized to adjust all accounts receivable so the amounts actually billed are the amounts to be collected and to “write off” as bad debt expense any account receivable up to one thousand dollars (\$1,000). Any individual account receivable that exceeds one thousand dollars (\$1,000) must be approved by the Board prior to clearance from the books.

Unclaimed/Reissued Warrants

Warrants which have not been redeemed within a period of twelve (12) months shall be canceled by the authority of the Board. In the event that a warrant has been lost, a replacement warrant may be issued following acknowledgment of a “stop payment” with the NWESD 189 depository. A replacement warrant may be issued to the estate of a deceased staff member upon notice from the court. A replacement warrant may be issued to a claimant whose warrant has been canceled because of the time limitation imposed by this policy.

First Reading:

Second Reading: 03/19/86 (as 3125)

First Reading: 12/18/91 (as 3110)

Second Reading: 02/26/92 (as 3110)

Revised: 02/26/92 (as 3125)

Revised: 06/27/01 (recodified 6119)

Reviewed: 08/27/08

Reference:

RCW 39.56.040

RCW 63.29

RCW 28A.310.330