



Board:	City Commission
Agenda Date:	March 9, 2026
Department:	Treasurer
Presenter:	Vicki Schroeder

Staff Report

Agenda Item Title:

Accounts Receivable Collection & Write-Off Policy

Background:

This policy is a recommendation from the City's past two audits. We currently have a collection process in place, but not in written form. This policy formalizes the process and details it from invoice creation to collection and write-off. It also details when a receivable is placed in a third-party collection process and who has the authority to write off receivables.

Fiscal Effect:

Supporting Documentation:

Accounts Receivable Collection & Write-Off Policy

Recommendation:

Motion to approve the Accounts Receivable Collection & Write-Off Policy as presented.