

POLICY 3122

ACCOUNTS RECEIVABLE/UNCOLLECTIBLE ACCOUNTS

A central accounts receivable system shall be maintained to meet the needs of the District and provide necessary accounting information for financial reports. The Superintendent of Schools shall have the authority to declare any accounts receivable uncollectible and direct such to be properly recorded in all account books. All accounts so declared shall be reported to the School Board.

LEGAL REF.: Wisconsin Statutes  
Sections 115.28(13) [Uniform financial fund accounting]  
115.30(1) [Uniform recording of accounts]

CROSS REF.: 3121 Financial Accounting  
3280 Student Fees  
3313 Non-Sufficient Fund Checks (NSF)  
3321 Student Activity Funds  
3340 Monies in the School Buildings  
WUFAR Accounting Handbook

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: April 9, 1991

REVISED: October 28, 2003  
December 18, 2007  
December 17, 2013

RULE 3122

ACCOUNTS RECEIVABLE/UNCOLLECTIBLE ACCOUNTS

1. The Finance Department shall invoice and maintain accurate and appropriate accounts receivable records on a current basis. District staff authorized to create accounts receivable transactions shall provide necessary information to the Accounting Manager for invoicing purposes.
2. Uncollectible Accounts – Chief Financial Officer shall be responsible to the Superintendent of Schools for handling all uncollectible accounts receivable cancellations from financial records.
  - a. The Accounting Manager shall review and investigate outstanding accounts receivable. After all reasonable attempts to collect accounts receivable fail, the Accounting Manager may recommend to the Chief Financial Officer that collection procedures be discontinued and the unpaid items be recorded in all account books as uncollectible.
  - b. The debtor may be required to advance pay in the future and/or make payment for previous uncollected accounts receivable.