

Policy & Procedure Manual

BILLINGS – FD-V-1

POLICY

All accounts receivable will be invoiced monthly and posted accordingly.

PURPOSE

To ensure accurate recording of all funds due.

PROCEDURE

Miscellaneous Accounts

1. All miscellaneous accounts receivable such as Union Leave, supplies or services will be invoiced on pre-numbered invoices based on written notification from the applicable Department Director. Duplicate copies of the invoice will be kept in the individual accounts receivable files.

Individual Fees for Group Living Supports

1. Fees will be collected monthly based on the current Institutional ODSP rate or any other additional funds received for expenses paid by OPTIONS northwest and approved by the Executive Director.
2. When a change in amount occurs, a letter confirming the amount of monthly fees due and a schedule of payment will be sent to all individuals supported or their financial trustees.
3. As requested, fees will be invoiced on a monthly basis on pre-numbered invoices. Duplicate copies will be kept in the individual accounts receivable files.

All Accounts

1. An invoice log will be kept of all invoices issued or voided for audit purposes. Voided invoices will be marked "VOID" and kept in the log file.
2. Outstanding accounts will be followed up based on Policy FD-V-3 Overdue Accounts.

RECOMMENDED BY: Director, Finance and Administration

APPENDICES: 0

OPERATIONAL ACCOUNTABILITY: Administration, Finance, Community Services
Administration

ORIGINAL POLICY DATE: July 1993

AUTHORIZED BY: Executive Director

SIGNATURE:

