

Wabasha-Kellogg Public Schools Policy

729 COLLECTION OF FUNDS ON OVERDUE ACCOUNTS

I. PURPOSE

It is the duty and responsibility of the School District to collect all monetary resources due to Wabasha-Kellogg School District #811 on behalf of its taxpayers. These procedures are developed to meet that responsibility.

II. GENERAL STATEMENT OF POLICY

- A. It shall be the intent of Wabasha-Kellogg School District #811 to work cooperatively with those who have payments due to the district. An overdue payment will be addressed with the understanding that the owing party has the intent to pay in full the money they owe the district. In the apparent absence of such intent, the School District shall take the steps necessary to collect such funds.
- B. The procedures in this policy shall apply to all forms of money or School District property owed by individual parties to the school and its related activities, including the collection of insufficient funds checks.

III. DEFINITIONS

- A. “Delinquent” – any amount of money owed in excess of 60 days past due.
- B. “Significantly Delinquent” – any amount of money owed in excess of 6 months past due.
- C. “Substantial” – any amount of funds owed in excess of \$250.
- D. “Significantly Substantial” – any amount of funds owed in excess of \$500

IV. SCHOOL DISTRICT ACTION

- A. *Delinquent* account owners shall receive a reminder letter by mail from the superintendent.
- B. *Significantly delinquent* account owners shall receive a letter from the superintendent with the expectation of 50% payment of the outstanding

balance within two weeks of the letter date, and full payment within one month of the letter date.

- C. Owners of accounts with a substantial balance owed shall receive a reminder letter by mail from the superintendent.
- D. Owners of accounts with a significantly substantial balance owed shall receive a letter from the superintendent with the expectation of 50% payment of the outstanding balance within two weeks of the letter date and full payment within one month of the letter date.
- E. If the terms are not met in examples 'b' and 'd' above, district services to the child may be discontinued in the related program, and/or the account will be turned over to a professional collection agency.
- F. Owners of accounts with any balance owed once leaving the School District shall have their accounts turned over to a collection agency if no response or payment is received four (4) weeks after the School District initiates contact with the owner of the delinquent account.
- G. The superintendent shall have authority to modify these actions if there is sufficient communication from the owing party for alternative arrangements for payment.

V. DISSEMINATION OF POLICY

- A. This policy shall be included in the policy manual on the school district website.
- B. This policy shall be distributed to all parents who have delinquent accounts meeting the criteria in IIIA. Additionally, this policy shall be distributed to patrons who have School District property in their possession beyond the agreed amount of time.
- C. This policy shall be included in all communications regarding this policy.

Legal References:

Cross References: