



**City of Lloydminster  
Request for Decision (RFD)**

**Subject Matter:** Accounts Receivable Policy 134-15

**Department:** Chief Financial Officer

Presented By: Linsay Organ

**Council Meeting Date:** January 22, 2024

**Recommendation:**

That Council approve Accounts Receivable Policy 134-15 as presented.

**Issue:** Administration requires Council approval of the Accounts Receivable Policy.

**Background:** Several accounts receivable processes, such as invoicing and customer relations, are performed by members of Administration working across many departments. The widespread nature of this process increases the need for concise and straightforward direction. Establishing a policy will provide guidance to Administration on the major components of the accounts receivable process. Ensuring internal practices are consistent across the City will result in a more consistent customer experience.

On January 15, 2024, Governance and Priorities (GPC) meeting, Administration presented the draft Accounts Receivable Policy 134-15 for review and comments.

A summary of changes from GPC meeting include:

- added more clarity on the Scope of the policy,
- provided a definition of Finance Charges, and
- added clarity to the payment terms for Customers on Section 9.1.

**Options:**

1. That Council approve Accounts Receivable Policy 134-15 as presented.
2. That Council not approve Accounts Receivable Policy 134-15 as presented.
3. That Council request further information and that the item be brought forward to a future Regular Council Meeting for decision.

**Alignment with Strategic Plan:** This item is in alignment with the following strategic area: Delivering Good Governance. The Accounts Receivable policy is vital to ensure consistent internal practices and external customer experience.

**Legal Review:** N/A

**Governance Implications:** Establishing a new Policy.

**Budget/Financial Implications:** N/A

**Environmental Implications:** N/A



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**Report Approval Details**

Document Title:	Accounts Receivable Policy 134-15.docx
Attachments:	- 134-15 Accounts Receivable Policy DRAFT.docx
Final Approval Date:	Jan 17, 2024

This report and all of its attachments were approved and signed as outlined below:

Denise MacDonald

Doug Rodwell

Dion Pollard