

**Uncollected Accounts Receivable**

The Business Manager or designee is authorized by the Bon Homme School Board to turn over to a collection agency and/or to file in appropriate court for any insufficient funds checks, uncollected fees or fines, and other receivables which have been determined by the administration to be uncollectable. It is understood that prior to turning the uncollected account(s) over to a collection agency or court system that the administration has made a reasonable effort to collect the account(s). The administrator will notify the officers of the School Board and then authorize the Business Manager (or designee) to enter into and execute agreements and/or documents as necessary to effect the collection of account(s). It is understood that the collection agency and/or the court system will receive a reimbursement based on an established collection fee schedule. All costs or fees assessed by the collection agency and/or the Court System will be added to the account(s) owed to the school district.

Adopted: September 2001

Revised: July 12, 2010