

These procedures specify the steps that must be taken to ensure accounts receivable are collected in a timely, fair and cost effective manner.

These procedures apply to all accounts receivable at the Kuna Joint School District #3.

DEFINITIONS

ACCOUNT- All charges that are affiliated with a specific address. An account may include a single student at an address or may include multiple students at a single address.

COLLECTION AGENCY- Firm retained by the District to collect debts owed to it, and for its services may charge a reasonable fee, which may not exceed 33%.

PAST DUE AMOUNT- All unpaid charges that are due and beyond the 30th day of its transaction.

PROCESS

1. Student charges are entered into the District Student Account billing system.
2. All charges within 30 days of their transaction date are considered to be current.
3. Charges that exceed 30 days are considered to be "Past Due".
4. Once the past due amount of an account rises to the threshold amount of \$50.00, the District may commence collections efforts on the account.
5. Step 1 of the collections process to begin on or after day 31 once the account is past due – mail a "Gentle Reminder Letter" to the address reminding the account holder of the past due amount and a request for payment at their earliest convenience.
6. Step 2 of the collection process to begin on or after day 60 once the account is past due – mail a "Final Demand Letter" to the address reminding the account holder of the past due amount and informing them of the potential that the past due amount will be turned over to a collections agency.
7. Step 3 of the collections process to begin on or after day 70 once the account is past due – remit the **full** amount past due (from day 30 and beyond at that point in time) to a collections agency.
8. All past due amounts will be remitted to the collection agency until the account is worked to fulfillment.
9. The selected collections agency will pursue the past due account via efforts that are defined by either a Memorandum of Understanding, or a Service Agreement with the collections agency, which will be reviewed and approved by the District Board of Trustees, or its designee.

10. After 12 months any amount remitted to the collection agency which is deemed to be uncollectible will be written-off by the District. However, if after that time the charges are collected the amount will be reentered, and the account cleared of the collected sum.
11. Past due accounts will not be charged interest by the District, however, upon remittance to the collection agency all past due accounts may be charged interest as defined by the District-Collection Agency agreement.
12. Upon remittance to the collection agency, the District will assign a **reasonable fee** as defined in Idaho Code 67-2358 of up to 33% of the past due amount which taken collectively with the past due amount will become defined as the account's now due outstanding amount. Upon collection the fee portion of the now due outstanding amount will be paid to the collection agency.
13. No account will be remitted to collections if there is a good faith effort to clear the account via a consistent payment.
14. Charging to student account is limited to the Elementary level. Payments at the Secondary level are on a pay as you go method.



LEGAL REFERENCE:

Idaho Code Sections

67-2327

67-2358

ADOPTED: March 13, 2012

AMENDED: August 9, 2016