



Section: **Financial Procedures**
Policy #: 6100
Policy: **Bad Debts**

Date Approved: April 23, 2015
Revision Dates:

POLICY:

Current accounting procedures dictate that tuition accounts that are in arrears, and where there is no possibility of collecting these funds from the parents, are to be written-off and recorded on the school's financial statements.

PROCEDURES:

1. On a monthly basis, the Diocesan Financial Office will provide each school with a list of unpaid tuition past due over ninety (90) days.
2. Once the school has determined that these accounts are not collectable, a motion must be approved by the School Council to write these debts off, in the current school year.
3. The total amount of bad debts written off in a given school year must be budgeted for in the following year's school budget.