

SPORT ABERDEEN BAD DEBT MANAGEMENT POLICY

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1		New document	Jill Franks Sport Aberdeen Board 29/10/2013

1. INTRODUCTION

1.1 Sport Aberdeen Bad Debt Management Policy is set out in Financial Procedures which are approved annually by its Board of Directors.

2. SPORT ABERDEEN BAD DEBT MANAGEMENT POLICY

2.1 For the period 2014/15 unless otherwise amended by the Board of Directors, Sport Aberdeen's Bad Debt Management Policy is as defined in its Financial Procedures as follows:

Collection of Debts

The Finance and Resources Manager shall have overall responsibility for the collection of monies due to Sport Aberdeen and to ensure that systems are in place so that:

- Debtors invoices are raised promptly in respect of income due to Sport Aberdeen;
- Debtors are raised on official Sport Aberdeen invoices;
- Swift and efficient action is taken to collect overdue debts in accordance with Sport Aberdeen's policy; and
- Outstanding debts are monitored and reports prepared for the Senior Management Team.

Provision for bad debts reflected within Sport Aberdeen's financial accounts is the responsibility of the Finance and Resources Manager.

Levels for debt write-off will be determined by the Finance and Resources Sub Committee. It is the responsibility of the Finance and Resources Manager to present an annual report of debts written off.