

BEFORE THE BOARD OF TRUSTEES OF  
YAKIMA VALLEY LIBRARIES

*A Resolution In The Matter of Uncollectible Debt*

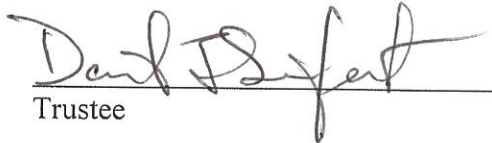
RESOLUTION  
# 21-009

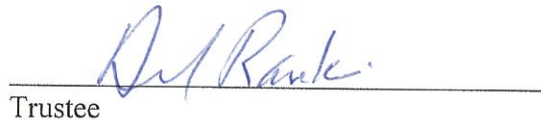
WHEREAS, the Yakima Valley Libraries' Board of Trustees adopt and set policy and establish all Fines and Fees; and

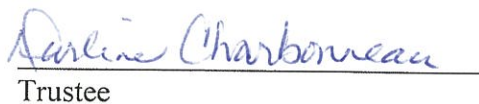
WHEREAS, Yakima Valley Libraries Resolution #14-002 established the policy and process for Uncollectible Debt;

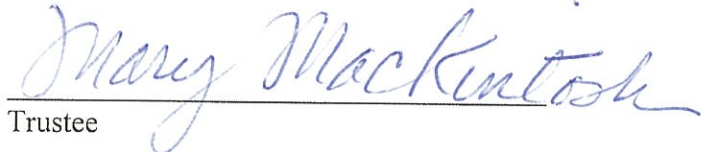
NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Yakima Valley Libraries to authorize the Uncollectible Debt Policy for the amount of \$1,044.05 as written in Attachment A.

PASSED AND ADOPTED by the Board of Trustees of Yakima Valley Libraries on this 26th day of June 2021.

  
Trustee

  
Trustee

  
Trustee

  
Trustee

  
Trustee

## **YAKIMA VALLEY LIBRARIES**

### *Uncollectible Debt Policy*

#### **PURPOSE**

To delineate criteria for write-off and management of uncollectible debt.

#### **BACKGROUND**

Yakima Valley Libraries follows the guidelines for financial reporting under the Budgeting, Accounting, and Reporting System (BARS) for Libraries published by the Washington State Auditor's Office. Under this system, Yakima Valley Libraries reports its financial transactions on a cash basis. Within the financial reporting system, there is no mechanism to record accruals either receivable to payable. However, the integrated library system database does allow for recording of fines, fees, lost materials, and other collection-related debt with regard to Library assets. This information can be forwarded to a collection agency as outlined in library policy and procedure. There is a limit on the length of time that debt can be collected. The purpose of this policy is to establish a policy to allow disposition of uncollectible debt.

#### **POLICY**

An account will be considered uncollectible when one or more of the following criteria have been met:

- At least six years have elapsed since the debt was incurred;
- Debt has been discharged through bankruptcy or death of debtor;
- All reasonable and appropriate collection efforts are not in the best economic interest of the Library District;
- A minor's account is in question – each case will be reviewed individually;
- No reasonable expectation of payment can be expected.

#### **PROCESS and AUTHORIZATION**

- Write-off of individual debt of \$1,000 or more must be approved by the Library Board.
- The Board of Trustees authorize the Director to make arrangements to write-off uncollectible accounts of less than \$1,000.
- The Board of Trustees authorize the Director establish ongoing process to manage uncollectible debt.

Adopted: September 26, 2016