

Administrative Procedure 505 - Appendix

COLLECTIONS PROCESS

Elementary schools do not have any school fees so the following process applies to middle and high schools only:

Middle and High Schools

The collections process for the middle and high schools will begin at the schools. During the first five months of the year, the schools collect fees and will have sent account statements to families with unpaid fees for first semester courses. These statements are consistent across the Division and are issued through PowerSchool on school/Division letterhead. Based on the fact that families will continue to pay throughout the course of the year and a premature sending to collections would not be in the best interest of the family/student and school relations, the principals will continue to follow up with families through statements and phone calls through the remaining months. At May 31, the Principal and financial secretary/business manager at each middle and high school will complete the following:

1. Review all outstanding second semester accounts by student and by family by utilizing a report generated from the Rycor system
2. Determine whether the account will go to Central Office and to be sent to collections.

The principals will also compile a listing of books not returned and forward to Central Office.

Central Office Process

Following the work completed at the middle and high schools:

1. The unpaid fees will be compiled by family across the Division.
2. All unpaid accounts at June 1 will be sent to the collection agency for ultimate follow up and subsequent collection.

Remitting of Funds

While the Central Office collections process is being carried out, any payments received at Central Office will be credited back to a school suspense account. The school financial secretary will be notified of the collection via email and will be responsible for completion of a journal entry to move the funds from the suspense account to the correct fee programs.

This process of remitting funds will also be in place for any payments received by the Collections agency; it is important to note that the Division will receive the amount after the collection agencies fees are taken off the payment amount.

All payments made to parents with outstanding fees after the collections process has begun must first be routed through the Central Office Accounting staff that will have a master list of outstanding fees by family. A reduction of the payment amount will be made until fees outstanding have been cleared. The same process will be carried out for the Kindergarten Transportation Grant issued from Central Office. The collections agency will be notified of the collection of any amounts garnered in this manner.

A summary timeline of the collections process due dates is attached for easy reference.

Collections Process Timeline

No.	Description	Responsibility	Due Date
Middle and High Schools			
1.	School issues first statement	Central Office/Schools	October
2.	School issues second statement	Central Office/Schools	November
3.	First statement sent to second semester outstanding fees	Central Office / Schools	April
4.	Second statement sent to second semester outstanding fees	Central Office / Schools	May
5.	Middle/High schools review all second semester outstanding fees	Principals and Financial Personnel	June
6.	Middle/High School Waivers sent to Central Office for second semester	Principals and Financial Personnel	July
7.	Middle/High School Rycor records updated for collections follow-up	Principals and Financial Personnel	July
8.	Schools notify Accounting with a listing of books not returned	School Financial Personnel	July
9.	All outstanding fees summarized across the Division by family	Central Office	July
10.	All outstanding fees sent to collections agency	Central Office	July

Approved: September 2015
 Reviewed/Revised: May 5, 2017
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Reference: Education Act
 School Fees Regulation 95/2019