



Umsobomvu Municipality
Continuously Rising

BAD DEBT WRITE-OFF POLICY

1. Preamble

- 1.1 Council accepts and acknowledges its Constitutional duties towards the community of the Municipality.
- 1.2 Council further acknowledges that in order to deliver services in a sustainable manner, the said delivery of service will have to be conducted within Councils financial and administrative capacity.
- 1.3 Council therefore accepts its duty to prepare financial statements that truly reflects the financial position of the Municipality.

2. Debt associated with ownership of property (Rates accounts).

Debt raised by Council for the services rendered to registered owners of the property/land - Property Rates will be written-off when the property is disposed of in the liquidation process and if the proceeds do not cover the outstanding debt, the balance can then be written-off as irrecoverable, and for owners who are registered indigent consumers iro the balance when the registration is approved.

3. Metered Services Debt.

Debt owed to Council due to consumed metered services, i.e. Water and Electricity consumption and all other services levied monthly, will be regarded as irrecoverable in the following instances:

- 3.1 Where the consumer is untraceable;
- 3.2 If the debt has prescribed;
- 3.3 Insolvent estates;
- 3.4 Where the consumer passed away.
- 3.5 Where the consumer is an approved registered indigent iro debt before the registration.

4. Sundry Debt.

Debt owed to Council arising from auxiliary services rendered by Council will be regarded as irrecoverable in the following instances:

- 4.1 Where the debtor is untraceable;
- 4.2 If the debt has prescribed;
- 4.3 Where the consumer passed away

5. Steps to be taken before writing-off debt.

Before any debt can be written-off, all the applicable actions as contained in the approved Credit and Debt collection policy of Council should have been executed/implemented. However, there will be special cases where the Credit and Debt collection policy will not be implemented and replaced by other available administrative procedures.

6. Special cases.

The allocation of stands and now recently RDP houses by the Directorate Planning and Development, has in some instances resulted in debt raised for the property in the name of the person allocated the house, but who never took occupation due to either one of the following reasons:

- 6.1 Occupation taken up by illegal occupants;
- 6.2 Failure to inform the rightful owner about the allocation;
- 6.3 Alteration of allocation not effected in Council records;

In the above-mentioned cases there will never be a need to implement the Credit and Debt collection policy; therefore write-off should take place immediately when the Directorate involved in the allocation of property issues a memorandum that confirms the above. Furthermore the write-off should be effected and later reported to Council for notification purposes.

7. Amounts above R1 000.00.

The writing off of individual debt above one thousand rand (R1 000.00) will be effected only after the approval of Council, and the writing off of individual debt

amounting to one thousand rand (R1 000.00) and below will be effected after the approval of both the Municipal Manager and Chief Financial Officer.

8. Bad Debts Recovered.

The approval of Council for the write-off of any debt does not mean that actions to recover the money will be terminated, however further actions will be instituted depending on the costs involved and if debt is recovered it will be recorded in the financial records of Council as recovered.

9. Interest.

Interest levied on accounts as a result of an error from Council's side will be written-off.

REVISION CHECKLIST

Approved per Council Resolution	34/05/2013	dd	31 May 2013
Reviewed per Council Resolution	90/05/2014	dd	30 May 2014
Reviewed per Council Resolution	3/05/2015	dd	25 May 2015
Reviewed per Council Resolution	03/06/2016	dd	31 May 2016
Reviewed per Council Resolution	03/03/2017	dd	31 May 2017
Reviewed per Council Resolution	02/05/2018	dd	31 May 2018
Reviewed per Council Resolution	02/05/2019	dd	30 May 2019
Reviewed per Council Resolution	03/05/2020	dd	28 May 2020