



STATEWIDE GROUP TRAINING (SA) INC

BAD DEBT POLICY

PURPOSE:

This policy statement outlines the commitment of Statewide Group Training (SA) Inc (SGT) to ensure that bad debts will be controlled.

SCOPE:

This policy applies to:

- All staff, including: Managers, Field Officers, Accounts Officers
- And will be administered by the Finance Manager.

POLICY:

From time to time Bad Debts will be experienced by SGT. Whilst SGT will do all within its power and limitations to minimise Bad Debts, SGT recognises that some debts will not be paid by debtors.

Any Bad Debts will be in the control of the Finance Manager, after all avenues of clearing the debt owed to SGT has been exhausted by the nominated staff member and the debt collection agency.

The nominated employee will contact and document payment arrangements between outstanding debtors and SGT until the payment of the outstanding debt/s have been received.

A debt collection agency may be employed to obtain outstanding monies from debtors if the nominated officer is not successful.

Bad Debts to a maximum of \$10,000 may be written off by recommendation of the Finance Manager and approval of the CEO.

The board must be advised of debts over \$10000 considered to be bad debts or uncollectable.

The following information must be provided to the Board by the CEO and/or the Finance Manager for consideration prior to the next scheduled meeting:-

- Host Details
- Apprentice/Trainee Details
- Amount owing
- Duration of the debt
- Summary of the efforts taken to recover the money.

The financial reports presented to the board will include a list of debtors considered to be most at risk since the financials contain this monthly anyway.

APPROVED: KYM ANDERSON

DESIGNATION: CHIEF EXECUTIVE OFFICER

APPROVAL
SIGNATURE:

DATE: 27TH MARCH 2023