



**City of  
Lloydminster**

***Policy***

<b>Policy Title:</b>	Finance Charge Policy	<b>Policy Number:</b>	134-06
<b>Date of Adoption:</b>	October 26, 2020	<b>Motion Number:</b>	340-2020
<b>Date of Amendment:</b>		<b>Motion Number:</b>	

**1. Purpose:**

- 1.1. To create a uniform and transparent finance charge on accounts receivable for goods or services rendered by the City of Lloydminster to its customers.

**2. Definitions:**

<b>Administration</b>	An employee or Contract employee of the City of Lloydminster.
<b>Accounts Receivable</b>	Invoices for goods or services rendered by the City
<b>Member of Council</b>	An individual elected pursuant to <i>The Local Government Election Act</i> (Saskatchewan) as a Member of Council.

**3. Scope:**

- 3.1. This policy shall apply to all accounts receivable in the City of Lloydminster, unless finance charges are otherwise stipulated by City policies, bylaws, leases, agreements, contracts, or by resolutions of Council.

**4. Guiding Principles:**

- 4.1 All accounts receivable by the City of Lloydminster shall be considered due and payable upon mailing or sending via electronically unless otherwise determined by the City policies, bylaws, leases, agreements, contracts, or resolutions of Council. The finance charge will be applied to an invoice in excess of 30 days from the invoice date and every month thereafter until the outstanding invoice is paid.
- 4.2. All outstanding accounts receivable where finance charges are applicable shall receive a finance charge of 1.5% (one and a half percent).

**5. Penalty:**

- 5.1. Any staff member found to be in violation of this policy may be subjected to a disciplinary action. Such action may be dependent upon the nature of

the breach of this policy; discipline may range from a verbal warning to dismissal with cause.

- 5.2. Any Member of Council found to be in violation of this policy may be dealt with utilizing the "*Code of Conduct Bylaw*" or provisions of "*The Lloydminster Charter*."

## **6. Responsibility:**

- 6.1. City Council shall review and approve all policies.
- 6.2. City Administration shall administer the policy through the use of a supporting procedure.
- 6.3. Sponsoring Department is responsible for creating and amending a supporting procedure.