

UPPER MEDWAY INTERNAL DRAINAGE BOARD PROCEDURE FOR CHASING OUTSTANDING DEBT

This document relates to procedures going forwards from 1st April 2021.

1. 1st April all invoices to be sent to Ratepayers within the district.
2. 1st May send first reminders for everything over £1.00.
3. 1st June send second reminders over £20.00.
4. 1st July begin court action for those still owing over £100.00.

Procedure from April 1st 2025

1. Chase ratepayers on our outstanding list above £100 regardless of date.
2. Anything over the £100 and 2 years plus old offer 50% discount if Ratepayers reluctant to pay.
3. Continue down the Ratepayers until 1st March 2026.
4. After 1st March write off everything prior to 2019.
5. Write off any monies owed under £20.00 (with approval of Board).

The above to be reviewed once a year at the Winter Finance and Board meeting to discuss any further write offs.

All write offs to be recorded on the IDB1 form at the end of the period.

November 2024 Amendments

- Amended dates to reflect current dating
- Added that the write off of funds be done after Board approval