



Utility Billing Cash Receipts Policy

Policy Statement

It shall be the policy of West Goshen Township to develop, encourage, and enforce a controlled environment in which payments for Sewer and Waste and Recycling services may be received and processed.

Policy Purpose

The purpose of this policy is to describe the guidelines associated with the receipt of Sewer and Waste and Recycling payments made to the township in accordance with Township Code.

Scope

West Goshen Township's Proprietary Funds.

Responsibility

The Director of Finance is responsible for maintaining and revising this policy with the review and approval of the Township Manager.

Policies and Goals

Service Billings

Sewer and/or Trash services are provided to each residential or commercial property located within the West Goshen Township municipal limits. Service fees are simultaneously billed on a quarterly basis with the distribution of four separate invoices per year.

Charges are determined according to arrears usage, with due dates of January 31st, April 30th, July 31st, and October 31st for the periods of October through December of the prior year, January through March of the current year, April through June of the current year, and July through September of the current year, in respective order.

Service Charges

Services offered and rates charged may vary depending upon the specific type and location of a structure.

The amount of the collection fees shall be set, and may be amended from time to time, by resolution of the Board of Supervisors.

Each residential property may be subjected to the current fees of \$105.00 for Sewer and/or \$85.00 for Waste and Recycling collections.

Commercial entities are billed according to a usage scale as stated in Ordinances 06-2018 and 07-2018.

Commercial entities are responsible for providing and paying for their own trash and recycling collections.

Receipt of Monies

Funds are received by the township in three distinct ways: via postal mail, via night depository box, or in-person.

Postal mail is delivered to the Administration Building in the late morning or early afternoon on Monday through Friday. All mail is sorted and distributed to the proper parties for processing.

Items remitted through the overnight depository box are to be retrieved each morning by the Utility Billing Clerk. All such pieces are to be date stamped and verified for accuracy prior to entry.

Within normal hours of operation, payments may be made in-person via the payment window located just inside the Administration Building. All such pieces are to be date stamped and verified for accuracy prior to entry.

Recognition of Payment

All payments received must be recorded into the West Goshen Township financial software by the Utility Billing Clerk through the use of a utility billing receipt batch.

Accounts for which payments have been remitted are updated accordingly and the amount remitted is deducted from the outstanding balance.

The financial software lacks the capability of dividing the amounts paid to the appropriate internal cash accounts for Sewer and Waste & Recycling. Thus, all monies are initially reflected within the Sewer account code. In order to provide the Waste & Recycling account code with the required funds, a manual journal entry must be completed.

Deposit of Funds

Following the recognition of payment, monies are deposited into the Sewer Fund bank account according to the information noted on the batch receipt. A Cash Transfer is then made from the Sewer Fund to the Waste and Recycling Fund for the Trash portion of the batch.

The Utility Billing Clerk is to prepare the deposits and have the Utility Billing Coordinator review them for accuracy upon completion. Once the deposits have been approved, the checks are scanned via Digital Express (Remote Deposit Scanning). Cash and non-scannable legal tender is taken to the bank each day.

Penalty and Interest Charges

If payment is not received on or before the designated deadlines, penalty and interest charges will be added to the billed amount.

In the first month following the due date, a 10% penalty for each service on account will be added.

For each subsequent month in which the account is not current, an additional penalty equal to $\frac{3}{4}$ of 1% per month or fraction thereof will be imposed on any unpaid balance thereof until paid.

Delinquent Accounts

Delinquent residents will be notified regarding account balances and impending consequential action dates via a series of letters sent according to a pre-determined schedule.

First letters are mailed to residents once the balance on account reaches \$200.00 or if the balance is unpaid for two quarters. This letter serves as a reminder to the individual that money is owed and payment is required.

If by the next bill cycle due date payment is still absent, a second, certified letter is mailed stating that action must be taken in regards to payment or additional monetary and legal consequences will result.

In the event that both the first and second letters remain unacknowledged and payment is still not made, a ten day letter is then sent. The ten day letter is the last notification before a lien is executed against the given property. All such associated legal fees and filing fees will be the responsibility of the property owner in addition to the owed service, penalty, and interest charges.

If a delinquent resident lacks the ability to pay the full balance at once, reasonable payment arrangements will be allowed. If such arrangements are made and honored prior to the initiation of the lien process, the account will remain in the first letter stage until the balance owed is below \$200.00. However, once a lien has been generated, it may not be removed until the entire balance due has been recouped.

Writ of Scire Facias Sur Municipal Claim

If a delinquent resident fails to set up a reasonable payment arrangement and the balance on the account reaches \$1800.00 or two years of nonpayment of services, a combination lien is filed against the given property which encompasses all previous liens and additional charges accrued since the previous lien was filed. A copy of this lien is sent to the property owner with notice that the Township is prepared to file a Writ of Execution for the Sale by Sheriff of the property in its continued effort to collect the unpaid fees. Continued failure to establish or maintain a reasonable payment arrangement results in the filing of a Writ of Scire Facias Sur Municipal Claim. The resident has twenty days after being served the Writ to respond. If no response or defense is entered, the property is then sent to sheriff sale to recover the debt owed.

Outside Municipality Billings

West Goshen Township has separate agreements with four surrounding Municipalities providing, among other things, for the transportation and treatment of sewage wastes. Fees for these services are billed on a quarterly basis based upon the separate agreements with each Township (East Goshen Township, Westtown Township, West Whiteland Township, and Thornbury Township). At year-end, actual usage is to be reviewed in comparison to the sums already remitted, with any noted over charges being refunded and any under charges being invoiced.

These payments must also be recorded into the West Goshen Township financial software, though such is done through a miscellaneous receipt batch, utilizing the associated account codes and with automatic journal entries being generated upon output.

The said checks are then deposited into the Sewer Fund bank account accordingly.

Policy Approvals

Approved By:

Robin Stuntebeck, Chairman

Hugh J. Purnell, Jr., Vice Chairman

Mary LaSota, Esq., Member

Edward G. Meakim, Jr., Member

Christopher Pielli, Esq., Member

Policy Revisions

Effective Date: 10/9/2013

Revision Date: 3/12/2014

Revision Date: 3/19/2019
