

POLICY

Effective Date: 11-15-06

Approved By: President's Council

Authority: RCW 28B.63
GASB 35, Chapter 7, #452

Cancels: See Also: POL-U1400.05 Establishing or Changing the Amount or Purpose of a Service Fee
POL-U5320.33 Using Subsystems to Generate Financial Data
POL-U5320.01 Authorizing and Defining the Responsibilities of Financial Managers
POL-U5352.01 Charging the Public for Goods and Services

POL-U5352.13 CHARGING AND BILLING FINES

This policy applies to all University departments that charge fines to students and the public.

Definitions:

Public – customers, clients, students, or patrons who are obtaining goods and/or services provided by the university. Includes other entities such as state or governmental agencies, corporations, other universities, etc.

Fine – An amount charged as a penalty for a statute or rule violation.

Financial Repository - the university's primary system for recording, processing, and maintaining financial data.

Subsystem – Refers to any system outside of the Financial Repository which is used to record, process, or maintain university financial data. Subsystems include systems that share data elements with the Financial Repository, such as Human Resources, Student Accounts, Financial Aid and Accounts Receivable, as well as stand alone systems, such as those used in the Associated Students Bookstore, Wade King Student Recreation Center, and Parking and Transportation Services.

1. Financial Manager Charges Approved Fines

Financial Manager is responsible for ensuring that any amounts charged for fines have been approved through the University's rates and fee approval process.

2. Financial Manager Charges Fines Consistently to all Customers

Financial Managers of departments that waive or discount fines must have a written policy describing each type of waiver or discount and the approval required.

Any waivers or discounts granted to a customer must be documented in writing.

3. Financial Manager Collects Cash Payment or Provides Invoices for Fines

When a fine is incurred, the Financial Manager will either collect cash payment or deliver an invoice to the customer for the amount due. If collecting cash, the department follows the university's Cash Handling policies.

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4. Bursar Approves Billing Procedures

Financial Managers must use billing procedures that have been approved by the Bursar.

5. Bursar Coordinates Collection of Fines

Bursar coordinates collection of fines owed to the university. Collection efforts include telephone calls, mailings, special payment arrangements, referral to collection agencies, and litigation.

Financial Managers of departments who charge fines must coordinate with the Bursar to collect fines. Financial Manager agrees to perform due diligence in collecting fines owed.

6. Financial Manager May Place Hold on Past Due Accounts

An account hold will prevent a customer from receiving university goods or services from the university until the account is returned to good standing. This includes receiving transcripts, registering for classes, or receiving other student or customer privileges.

7. Bursar Monitors Fines

Bursar verifies that Financial Managers who charge fines maintain an approved subsystem to track fines charged. Financial Managers will send summarized aging reports of all fines outstanding to the Bursar monthly.

Bursar monitors aged receivable reports to ensure that fines are being tracked and reconciled and collection efforts are pursued.

8. Financial Manager Maintains Supporting Documentation for Fines Charged

Financial Manager will ensure that applicable documentation is maintained to support fines charged, and for any subsequent appeal refund of the fine. Supporting documentation includes date and nature of violation, location, name of past due items, etc.

9. Financial Manager Requests Refund for Credit Balances on Fines

The Financial Manager will request refunds resulting from fines that are paid, and subsequently reversed. The Bursar will review refund requests and apply the credit balance to any other amount due the university or process a refund to the student.