**DISCUSSION & DECISION PAPER**

**Debtor Write-offs**

**Background**

At the end of each financial year, Archery Victoria should undertake a review of all outstanding debtors and make decisions based on the outcomes. Decisions can include take up of amounts, write-off of amounts, negation of the debt (should not have been raised in the first place) or a decision to further pursue the debt.

Debtors for Archery Victoria are the member clubs and almost all debts are for membership fees.

A reconciliation of debtors has not always occurred in past financial years and there are some items on the Archery Victoria books which date back to 2014. These amounts cannot be traced or substantiated by Archery Victoria and as such it is recommended that some amounts be written off or taken up as appropriate.

**Recommendations**

It is recommended that the following amounts be written-off as uneconomical to pursue and unable to be substantiated:

1. North Eastern Archers Invoice May20178 dated 15/10/14 for the value of $115.00
2. Greater Hamilton Archers Invoice May2052 dated 2/7/2014 underpaid by $5.00
3. South Eastern Target Archers Invoice May 2080 dated 15/10/2014 underpaid by $115.00
4. Waverley City Archers – a series of adjustments which shows an overpayment of $114.99. This amount could be a payment which should have been attributed to either NEA or SETA but this cannot be substantiated. The adjustments etc appear to have been done in old version of Quickbooks and cannot now be traced back.

Total Amount to be written-off: $335.00

Total Amount to be taken up: $114.99

Total lost revenue to Archery Victoria: $220.01

**Presented to AV Board Meeting: 28 June 2018**