The Camping and Caravanning Club

Greenfields House, Westwood Way, Coventry CV4 BJH

Green Paper Number:	**2.11**
Subject:	**Handling Bad Debts 2007**
To:	**As listed below**
From:	**Honorary Club Treasurer, I S Birch (Mrs)**
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Each year DA's Regions and Sections experience a problem with bad debts, usually members attending a THS or Meet leaving without paying.

In general it is because the member has genuinely forgotten to pay before leaving, and do so very quickly on arrival home after being reminded. Occasionally these members do not pay even after being sent a letter to remind them.

The purpose of this paper is to outline a way of handling these situations and bringing them to a speedy and satisfactory conclusion.

Reporting of Bad Debts and their Resolution

1. Immediately a Meet or THS has finished the Steward should inform the unit Treasurer of the name, address and membership number of the member who has incurred the debt, and the amount involved.
2. The unit Treasurer should, within seven days, write to the member concerned asking for prompt payment within **14** days
3. If payment is not received by the Unit Treasurer within that 14 day period, he/she should inform his/her Region or National Section Treasurer who will, within 7 days of notification, write to the member concerned again asking for settlement within 14 days
4. If payment is not received within this period of time the Region or Section National Treasurer will inform the Club Treasurer of all the facts. The Club Treasurer will then write to the member concerned asking for immediate payment of the debt, stating that disciplinary and legal action may be taken against the member concerned.
5. Action may be taken by:

    a. Unit concerned
    The unit may if it wishes take no action at all and waive the payment of the bad debt. Such action may only be taken by the Executive of the Unit concerned and be ratified by the Unit Committee and minuted in full.

To National Councillors	✓
To Region Secretaries	✓
To Section National Secretaries	✓
To District Association Secretaries	✓
To Section Area Secretaries	✓

b Region or National Section Treasurer
Region Council or National Section Committee may, if it believes the debt to be too small to warrant chasing, waive payment of the debt. Such action may only be taken by the Region Council or National Section Committee Executive and must be ratified by the Region Council or National Section Committee and minuted in full. In the case of a Section, the National Committee may, if its rules permit, suspend the member from the Section.

c, Club National Treasurer.
The Club National Treasurer may decide to take no action after consultation with the Club's Executive. Such action must be reported to the Management Committee and minuted. The Club National Treasurer may decide, after consultation with the Executive Committee, to institute legal action against the member concerned to recover the debt. He/she may also, in consultation with the Chairman of the Disciplinary Committee and the Director General, stop the member's membership prior to the member being reported to the Disciplinary Committee.

It is to be hoped that the above procedure will not have to be used very often, and **it is stressed that all units should endeavour to avoid incurring bad debts by observing best financial practice**.

January 2007