



**YUKON WORKERS'
COMPENSATION
HEALTH AND
SAFETY BOARD**

SUBJECT: WRITE-OFF

POLICY NO.: FN-08

BOARD APPROVAL: _____

APPROVAL DATE: 09/10/96

BOARD ORDER NO.: _____

EFFECTIVE DATE: 10/01/96

REVOKED

MAR 08 2005

POLICY STATEMENT

SECTION
REFERENCE:

10, 31, 43, 44, 46, 52, 58, 69, 71, 74, 89,

POLICY:

WRITE-OFF

GENERAL INFORMATION

On occasion the Yukon Workers' Compensation Health and Safety Board cannot recover an amount owed as a debt or an obligation to the Compensation Fund. The outstanding balance may, by application of this policy, be written off by the Board.

POLICY

A. DEFINITIONS

(a) DEBT

Debt means a fixed and certain amount of money, owing and payable either in the present or in the future. A debt may be a sum of separate debts.

(b) DOUBTFUL ACCOUNT

Doubtful account means an amount of money owing to the board as a debt or obligation where it is considered that recovery of the debt or obligation is unlikely.

(c) OBLIGATION

Obligation means a formal and binding agreement or acknowledgment of a liability to pay a certain amount of money or to do a certain thing.

(d) WRITE-OFF

Write-off means the deletion, from the accounts of the Yukon Workers' Compensation Health and Safety Board, of a debt or obligation, in whole or in part, and results in the suspension of collection of the debt or obligation.

B. WRITE-OFF

The Board may, when it is satisfied that the recovery of a doubtful account is not cost effective or has been pursued to the full extent of the law without realizing the debt or obligation, delete the amount, in whole or in part, from the accounts of the Yukon Workers' Compensation Health and Safety Board.

C. AUTHORIZATION LIMITS

The Board authorizes the following persons to write-off all or part of a doubtful account up to the amounts specified below:

Director(s) of Branch(es)	up to \$1,000.00
Director of Finance	up to \$10,000.00
President	up to \$20,000.00

The Board may approve the write-off of all or part of a doubtful account greater than \$20,000.00. Obligations or debts deleted from the accounts of the board during any year shall be reported to the Board in the accounts for that year.

D. DEBT OR OBLIGATION NOT EXTINGUISHED

The write-off of all or part of a doubtful account under this section does not extinguish the right of the Yukon Workers' Compensation Health and Safety Board to collect the debt or obligation that has been written off.

The Board shall maintain a permanent record detailing the amounts that have been written off and the names of the debtors. All new claims and employer registrations shall be compared against this record. If the possibility of recovering an amount that has been written off arises, the amount may be reinstated as an account receivable and collection activities commenced.

E. AMOUNTS NOT ELIGIBLE TO BE WRITTEN OFF

This policy does not apply to a fine or penalty imposed or authorized by the Workers' Compensation Act or the Occupational Health and Safety Act .

REFERENCES

Yukon Workers' Compensation Health and Safety Board
Recovery of Overpaid Compensation Policy Statement

Financial Administration Act

HISTORY

1. **Worker's Compensation Act, Chapter 16**, in force January 1st, 1993.
2. Policy, Write-off Policy Statement, effective October 1, 1996.