

New England Dressage Association



Over Due Account Policy and Procedures

NEDA expects all accounts to be paid within a 30 day period, most paid immediately. At the end of each month, the Bookkeeper will review the list of overdue (3 month old) accounts. The names of the account holders and amounts owing will be sent to the relevant coordinator. The coordinator will contact the account holder reminding them of the overdue account.

Account holders will not be allowed to sign up for events until the overdue account has been paid in full.

At 6 months the account will be moved to a delinquent list, the amount owed moved to bad debts, and a flag placed on the person's membership account.

Renewals will be processed but the amount paid will first be applied to previous amounts owing and the account holder notified of the balance due.