

**Burlington Parks & Recreation  
Balances Written Off Policy**



It is the Burlington Parks & Recreation Department's policy to make every effort to collect all receivables that are due for programs and services provided, consistent with the cost of recovering debt. If the debt is considered "uncollectable" the participant's household will be deactivated and will not be reactivated until the outstanding debt has been satisfied or waived.

At the direction of the Director of Parks & Recreation's (or their designee), a debt is considered "uncollectable" after an attempt to collect the balance has gone unanswered for 12 months. Writing off uncollectible receivables is an authorized process to remove the revenues due to the Burlington Parks & Recreation Department from the financial records. It does not forgive the obligation. Enrollment in programs and/or events will not be allowed until the outstanding debt has been satisfied or waived.

Approved by Commission: 6/16/2025