

Credit Policy

ICD-10

To insure that all districts and clubs of Optimist International meet their financial obligations and that all outstanding indebtedness (accounts receivable) remain at an acceptable level, as determined by Optimist International, the following credit policy has been established.

I. Terms and Conditions:

A. Dues, Fees, Insurance, and Other Indebtedness

- (1) All invoices are due on receipt.
- (2) All clubs are subject to the terms and conditions as established in the Bylaws under Article V, Section 8 which is: "Any club more than 60 days in arrears for any indebtedness to Optimist International or to the district of which it is a part, shall be considered not to be in good standing and may have its charter revoked by action of the International Board of Directors. The board of directors may restore such a club to good standing upon payment of its indebtedness."

B. Supplies Purchased from Optimist International

(Clubs and Districts)

- (1) All invoices are due on receipt.
- (2) All special orders over \$250 in cost shall be accompanied by a 50 percent deposit, prior to processing of the order.

II. Credit Limits:

A. Dues, Fees, Insurance, and Other Indebtedness

There are no specific dollar credit limits for dues and fees. All clubs shall continue to be billed on a quarterly basis until suspension and/or revocation has occurred.

B. Supplies Purchased from Optimist International

(Clubs and Districts)

- (1) Any club or district with an outstanding balance over 60 days in arrears from date of invoice, will be denied further purchasing privileges. In order to remove this restriction, a club or district must pay its over 60 days balance in full or make acceptable arrangements prior to shipment of new orders.
- (2) All orders exceeding \$2,500 must be approved by the executive director and, depending upon order frequency and current statement balance, the club or district may be required to place a deposit of 50 percent of the cost prior to shipment of the order.

III. Notifications:

A. Clubs

- (1) Monthly statements will be mailed to the secretary-treasurers of clubs with unpaid balances.
- (2) Notices will be sent by the Accounting Department to the president of clubs when unpaid balances become 45 days, 75 days, 105 days and 135 days old.
- (3) When the executive director determines that any balance due from a revoked or disbanded club is uncollectible, it shall be written off to Loss on Uncollectible Accounts.
- (4) For awards purposes all clubs in the zone (Lt. Governors) or in the district (Governors) must have paid their financial obligations to Optimist International postmarked no later than September 30. Financial obligations shall include all dues, fees, premiums, and supplies invoiced on or before July 31 of each year.
- (5) Districts' Responsibility:
 - (a) District governors receive monthly accounts receivable aging schedules for clubs. They are requested to assist the International office in the collection of past due club accounts.
 - (b) Clubs 150 days in arrears shall be revoked into the year in which the debt was incurred. District leaders will be responsible for only those debts incurred in their year for awards purposes.

B. Districts

- (1) Monthly statements will be mailed to the District Secretary-Treasurer.
- (2) District balances are included in the monthly accounts receivable aging schedule mailed to the district governor and district secretary-treasurer.
- (3) When a district becomes 60 days in arrears in payment of any supply invoices or any other indebtedness, a notice will be sent by the executive director to the governor and district secretary-treasurer requesting payment of its past due balance.
- (4) When the semi-annual allotment and the annual sales commission checks are prepared, any past due balance over 30 days will be deducted from these checks.

(March 1989; March 1991; June 1992; July 1994; Dec 1994; March 1995)

Reaffirmed Dec 2012