

## CHRISTIAN VALLEY PARK

**CY TITLE:** Accounts Receivable Policy  
**POLICY NUMBER:** 2100

2100.1 It is the policy of the District that accounts receivable be reviewed monthly, as it is critical to the cash flow of the District and requires continued follow-up and attention.

2100.2 Procedures:

- a) The accounts receivable balances are reviewed monthly by General Manager along with assigned staff.
- b) Notices are sent for all accounts 30 or more days past their due date.

Finance charges of \$10.00/quarter are assessed on all accounts past due as provided by District and implemented by the General Manager and if more than 30 days late, 1%\* month as per ordinance adopted 2/2011. \* Suspended during Governor's moratorium mandate

- c) Credit memos are limited to control of the [position title], after consulting with the General Manager or his or her designee.
- d) At month-end closing, an accounts receivable schedule is prepared, reviewed, and reconciled to the General Ledger. The trial balance report is compared to the General Ledger for accuracy.
- e) An appropriate allowance for bad debt is carried on the Balance Sheet. Every attempt is made for collection. At year-end it is determined if there are uncollectible items and, if so, those are written off by the [position title], upon approval by the General Manager or his or her designee. Any amount over the approved allowance for bad debt must be approved by the Board of Directors prior to write off.