



POLICY & PROCEDURES

POLICY NUMBER: 1005
POLICY TITLE: General Bookkeeping
CLASSIFICATION: Finance/Executive

DATE(S) AMENDED/APPROVED: May 9, 2022, February 12, 2025
NEXT REVIEW DATE: 2028

POLICY:

To assure proper review and approval of uncollected accounts receivable of any Association assets, CAHIP will actively work on collecting any uncollected debt to the Association to sustain revenue and minimize loss.

PROCEDURE(S):

- Executive Director and VP of Finance will perform monthly collection efforts on any outstanding A/R to clear outstanding payments due to the Association.
- At fiscal year end the Executive Director will present to the VP of Finance the list of uncollected debt that remains after monthly collection efforts with explanation and recommendation for this debt to be written off of CAHIP's books. Any amounts on this list over \$1,000 will require Executive Board approval.

FINANCIAL IMPACT:

Monthly collection efforts will produce a positive impact to Association finances and minimize the need to write off debt at fiscal year-end.