

3.1.4

Policy Title: 3.1.4 Accounts Receivable

Section: 3.0 Operations

Last Approved: January 2020

BACKGROUND

The purpose of this policy is to define Association accounts receivable.

APPLICATION

The application of this policy is to provide direction to current employees and Executive members regarding Association accounts receivable.

POLICY STATEMENT

1. Management is responsible for implementing adequate systems for recording, controlling, collecting and reporting accounts receivable.
2. All accounts receivable transactions are to be promptly and accurately recorded. Billings must be made on a timely basis.
3. An analysis of aged accounts receivable should be prepared to provide management information on collection trends and the effectiveness of collection activities. Management can then take remedial action where necessary.
4. Executive approval is required to write-off accounts receivable in excess of \$100 (one hundred dollars.)
5. The Association may continue collection efforts after an account is written off. Approval from the Executive is required to utilize a third-party collection agency or to pursue legal action.

REFERENCES