

CALIFORNIA ASSOCIATION OF HEALTH UNDERWRITERS
POLICY & PROCEDURES

POLICY TITLE: General Bookkeeping

CLASSIFICATION: Finance/Executive

POLICY NUMBER: 1005

DEPARTMENT COORDINATOR: VP of Finance

MOTION:

SECONDED:

DATE APPROVED: August 17, 2015

APPROVED BY: Board of Directors

REVIEW DATE: 2017

PURPOSE: To assure proper review and approval of uncollected accounts receivable of any Association assets.

POLICY:

CAHU 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 CAHU's books. Any amounts on this list over \$2,000 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.