

**Cottonwood, Incorporated  
Policies and Procedures**

**SECTION:** Administrative

**POLICY NO:** 04-012

**SUBJECT:** Accounts Receivable

**PAGE(S):** 1 of 1

**EFFECTIVE DATE:** January 1984

**Policy:**

All accounts receivable will be reviewed on a regular basis and referred to the Board for guidance if necessary.

**Procedures:**

1. At the end of the fiscal year, the Board Executive Committee and Management staff will authorize the writing off of receivables that are considered to be bad debts or are uncollectible.