

**POLICY TITLE: Write-Off of Uncollectible Accounts Receivable**  
**POLICY NUMBER: 2130**

**2130.1** On occasion, after all reasonable efforts have been made to collect accounts where the customer has defaulted on their final bill, the District will write-off the uncollectible amount and code that amount to be split between water and sewer bad debts. Uncollectible accounts receivable will not be written-off without Board approval.

**PROCEDURE:**

**2130.2** The method for writing-off uncollectible accounts receivable will be as follows:

- A report shall list all accounts that were not able to be collected. The list shall include the account number, customer name, service identification and the total amount due.
- The list shall be presented to the Board of Directors twice annually within the fiscal year, once in January and once in June, at a Regular Board Meeting.
- Upon approval by the Board of Directors to write off the presented amount, a journal entry will be made moving each account presented to bad debts, clearing accounts receivable.