

**BLUE WATER DEVELOPMENTAL HOUSING, INC.
POLICIES AND PROCEDURES: INDIVIDUALS SUPPORTED INFORMATION**

SUBMITTED BY: Susan Yeager	DATE SUBMITTED: 6/13/24	SECTION: Accounting	
BOARD APPROVED ON: 6/19/24	DATE REVISED:	SUBJECT: Uncollectable Write Off	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR:		POLICY #: IA-006	PAGE #: 1 of 1

I. APPLICATION

The provision stated herein shall apply to all individuals supported by Blue Water Developmental Housing, Inc. (BWDH).

II. POLICY

It shall be the policy of the organization to ensure a timely and appropriate collection of payments.

III. NOTIFICATION/PROCEDURE

WHO

DOES WHAT

Residential Division Director

1. Notifies Finance Director and AP clerk of action taken by Residential Division after failed collection attempts.

Finance Director

2. Prepares journal entry to write off bad debt. Appropriate staff posts entry.