

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Administrative

POLICY NO: 04-012

SUBJECT: Accounts Receivable

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, Management will authorize the writing off of receivables that are considered to be bad debts or are uncollectible.