



Fairbanks Youth Soccer Association Policies

Policy #19 - UNCOLLECTIBLE ACCOUNTS

Last Updated: January 2016

- I. **OBJECTIVE:** To establish guidelines and reporting requirements for bad debt write-offs.
- II. **POLICY**
 - a. Uncollectible bad debts shall be accompanied by the specific explanation from the Executive Director.
 - b. Upon approval by the Board of any list of uncollectible bad debts to be written off.
 - c. Such list shall be made a part of the official minutes of that meeting.
 - d. When the Association's collection efforts are unsuccessful, outside agencies or court action may be utilized.
- III. **RESPONSIBILITY:** The Executive Director shall present a list of uncollectible bad debts to the Board of Directors.