

**NATIONAL ASSOCIATION OF HEALTH UNDERWRITERS
POLICY & PROCEDURES**

POLICY TITLE:	Clearing Uncollectible Accounts Receivable
CLASSIFICATION:	Finance
POLICY NUMBER:	95-01-F
DEPARTMENT COORDINATOR:	Finance
MOTION:	Steve Selinsky
SECONDED:	Beth Ashmore
DATE APPROVED:	May 14, 2007
APPROVED BY:	Board of Trustees
SUNSET DATE:	2013

PURPOSE: To assure proper review and approval of uncollectible accounts receivable.

POLICY: All accounts receivable that have been identified by respective staff Directors as uncollectible will be submitted with to the EVP and CFO for written approval to write off.

PROCEDURE(S): Annually each department head will review all accounts receivable under the department's responsibility. Any account that is deemed uncollectible will be forwarded to the EVP and CFO with all documentation and supporting rationale. The CFO will make any necessary adjustments to the Association's financial statements.

Any amount deemed uncollectible in excess of \$5,000 must be communicated to the Finance Committee and subject to the committee approval.

FINANCIAL IMPACT: Amount of uncollectible accounts receivable.