



Twentynine Palms Public Cemetery District

POLICY TITLE: Accounts Receivable Policy

POLICY NUMBER: 2100

2100.1 It is the policy of the Twentynine Palms Public Cemetery District that accounts receivable be reviewed monthly, as it is critical to the cash flow of the District and requires continued follow-up and attention.

2100.2 Procedures:

- a) The accounts receivable balances, to include any outstanding Pre-Need balances, are reviewed monthly in conjunction with the Board Meeting by the General Manager and Board of Trustees as part of the General Manager's Report section of the agenda.
- b) Notices are sent for all accounts 30 or more days past their due date.
- c) If a client becomes delinquent in Pre-Need payments, every attempt is made for collection via email and/or regular mail. If the contract is in default for more than 6 months, the contract will be cancelled, and all payments shall be forfeited upon action by the Board of Trustees.