

# Credit River Township Policy Statement

**Policy:** Account Adjustments and Write-offs

**Policy Number:** 2008-06

**Dated:** 4-7-08

**Purpose of Policy:** Public entities that bill for services, such as utilities, must sometimes make adjustments to accounts (e.g. to correct an error) and write-offs for accounts (e.g., uncollectible accounts). This would also apply to development escrow accounts.

**Policy:**

The Town Treasurer or their Deputy Treasurer must obtain authorization from the Town Board for an adjustment to or a write-off for an account. This authorization must be recorded in the township board minutes. Examples of funds are General, Road & Bridge, and Developer Escrows.

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