

**PORT OF BROOKINGS HARBOR
RESOLUTION NO. 2026-06**

**A RESOLUTION OF THE PORT OF BROOKINGS HARBOR
ADOPTING POLICY FOR WRITE-OFF OF UNCOLLECTIBLE AND/OR CREDIT
BALANCE ACCOUNTS RECEIVABLE**

WHEREAS, the Port of Brookings Harbor is a port district, organized and operated under the provisions of ORS Chapter 777, and has the authority to adopt resolutions; and

WHEREAS, the Port has an existing policy for Write-Off of Uncollectible and/or Credit Balance Accounts Receivable; and

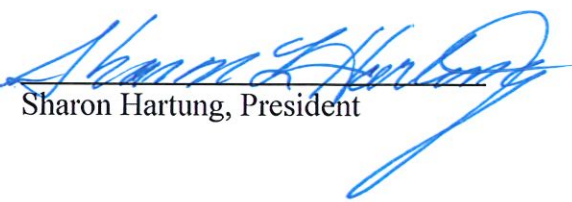
WHEREAS, it is in the best interest of the Port of Brookings Harbor to update the policy; and

WHEREAS, authorizing the Port Manager to write off uncollectible accounts up to \$5,000 would align this authority with the existing authorization to sell assets valued at less than \$5,000; and

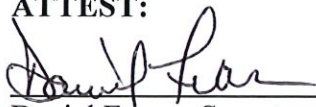
NOW THEREFORE, be it resolved by the Board of Commissioners of the Port of Brookings Harbor, Curry County, Oregon as follows:

1. The attached document "Policy for Write-Off of Uncollectible and/or Credit Balance Accounts Receivable" is incorporated herein by reference as Exhibit A.
2. All previous resolutions are hereby repealed.

APPROVED AND ADOPTED by the Board of Commissioners on this 15th day of April 2026.


Sharon Hartung, President

ATTEST:


Daniel Fraser, Secretary/Treasurer

**PORT OF BROOKINGS HARBOR
POLICY FOR WRITE-OFF OF UNCOLLECTIBLE AND/OR
CREDIT BALANCE ACCOUNTS RECEIVABLE**

PURPOSE

The purpose of this policy is to ensure that all reasonable diligence has been used to collect accounts receivable, improve measurement of the Port's accounts receivable and ensure the most efficient use of Port revenue collection resources.

POLICY

It is the policy of the Port of Brookings Harbor to actively pursue collection of past-due accounts receivable, regularly review the status of past-due accounts, and write-off amounts determined to be uncollectible. A write-off of uncollectible accounts receivable from the Port's accounting records does not constitute forgiveness of the debt or gift of public funds.

PROCEDURES

Collection procedures are established by the responsible departments and will vary depending on the nature of the receivable. Types of receivables covered by this policy include but are not limited to: electric utility billings; fees for services and supplies; rents; recovery for damage to Port property; fines and penalties; and legal judgments.

Accounts receivable should generally be written off during the fiscal year in which an account is determined to be uncollectible. Subsequent collection of an account previously written-off will be treated as new revenue in the appropriate fund.

The Port's policy is generally to not issue refunds.

1) **Designation of an Account as Uncollectible**

- a) An account will be considered uncollectible after the appropriate collection procedures have been followed if it meets one or more of the following criteria:
 - The debt is disputed and the Port has insufficient documentation to pursue collection efforts;
 - The cost of further collection efforts will exceed the estimated recovery amount;
 - The amount is under \$20 and remains unpaid after one year;

- The account remains unpaid after the lesser of four years or the applicable period for commencement of a recovery action (statute of limitations);
- The debtor cannot be located, nor any of the debtor's assets;
- The debtor has no assets and there is no expectation they will have any in the future;
- The debtor has died and there is no known estate or guarantor;
- The debtor is a company which is no longer in business;
- The debt is discharged through legal action (bankruptcy or court judgment);
- The debt has been forgiven by action of the Board of Commissioners.

2) Preparation of Request for Write-Off of Accounts Receivable

At least annually, each department will identify any accounts receivable for which it is responsible that meet the criteria for designation as an uncollectible account.

A request for write-off of accounts receivable will be prepared by departmental staff, signed by the department head, and submitted to the Port Manager for the December and/or June meetings.

The request for write-off of accounts receivable must include an itemized list of the uncollectible accounts to be written off specifying the following:

- Debtor name;
- Account balance;
- Due date;
- Brief description of receivable type;
- Criteria under which the account was deemed uncollectible;
- Account number of the receivable in the Port's accounting system.

For each uncollectible account, documentation must be attached to the request to support the uncollectible account designation and substantiate that the department has followed its collection procedures and exercised due diligence in its collection efforts. Due diligence documentation could include:

- Invoices, reminder letters, or collection letters (and any documentation that are returned as undeliverable, no known forwarding address, etc.);
- Referral to the Port's collection agency;
- Bankruptcy claim and any related plan or discharge;
- Judgment awarded by a court or settlement agreement;
- Notice of discontinuation of services.

3) Approval of Authority for Write-Off Requests

Upon receipt of a request for write-off of accounts receivable by the accountant, management will review the request to ensure that it is complete and that all necessary due diligence documentation has been attached. Once management has completed its review of a request, the qualified debit or credit accounts to be written off will be presented to the appropriate authorizing official for approval:

- The accountant is authorized to approve the write-off of accounts with an outstanding balance due of up to \$20;
- The Port Manager is authorized to approve the write-off of accounts with an outstanding balance of \$20 and up to \$5,000;
- Write-off of accounts with an outstanding balance due in excess of \$5,000 must be approved by action of the Board of Commissioners.

Procedure for Non-Paying Customers

