

June 18, 2015

Housing Authority Board of Commissioners
Clackamas County

Members of the Board:

In the Matter of Writing off Uncollectible Accounts for the
Fourth Quarter of Fiscal Year 2015

Purpose/Outcomes	Approval to write off uncollectible rents, late charges and maintenance expenses for the fourth quarter of fiscal year 2015.
Dollar Amount and Fiscal Impact	\$27,960.16 in total collection losses.
Funding Source	N/A
Safety Impact	N/A
Duration	(April 1, 2015 – June 30, 2015)
Previous Board Action	First, second, and third quarter collection losses were approved by the Housing Authority Board of Commissioners.
Contact Person	Chuck Robbins, Executive Director, Housing Authority 503-650-5666
Contract No.	N/A

BACKGROUND:

The Housing Authority of Clackamas County (HACC), a Division of the Health, Housing and Human Services Department, requests the approval to write off uncollectible rents, late charges and maintenance expenses for the fourth quarter of fiscal year 2015 (April 1, 2015 – June 30, 2015). The uncollectible amounts are detailed on the attached worksheets.

Uncollectible amounts for the fourth quarter of fiscal year 2015 will be \$27,376.89 for Low Rent Public Housing and \$583.27 for Local Project Fund. Of the total fourth quarter write offs, \$5,835.34 was for uncollected rents and \$22,124.82 was for maintenance repairs charged to tenants for repairs required to units before HACC could lease them to a new tenant.

As a business practice, the HACC writes off debts after 90 days of collection efforts. Former residents in Public Housing that have debts that are written off continue to be tracked and are reported to a Federal Government database that prohibits their participation in any other Public Housing program nationally until such debt is paid.

The total amount proposed for transfer from Accounts Receivable to Collection Loss for the fourth quarter of fiscal year 2015 will be \$27,960.16. Total collection losses for fiscal year 2014 were \$67,685.59.

RECOMMENDATION:

HACC recommends the approval to write off uncollectible rents, late charges and maintenance expenses and for the Executive Director to be authorized to approve the transfer of these accounts from Accounts Receivable to Collection Loss.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "R. Swift". The signature is written in a cursive, flowing style with some loops and flourishes.

Richard Swift, Interim Director

LRPH

Collection Loss for the period of

4/1/2015

to

6/30/2015

Fourth Quarter of Fiscal Year 2015

Unit #	SS #	Name	Rent	Sundry	Total
1001-8	xxx-xx-5425	Janita Hammond	276.50	1,719.09	\$ 1,995.59
1048-8	xxx-xx-9070	Cynthia Rouw	727.32	1,800.65	\$ 2,527.97
1054-4	xxx-xx-3563	Jamie Ann Fagan	-	791.00	\$ 791.00
3009-4	xxx-xx-7248	Holly McCollum	(9.13)	374.08	\$ 364.95
3012-6	xxx-xx-7275	Tasha Williams	130.41	247.40	\$ 377.81
3039-1	xxx-xx-7376	Karen Melugin	75.05	197.63	\$ 272.68
3087-3	xxx-xx-8626	Michelle Marshall	1,194.00	500.09	\$ 1,694.09
5307-6	xxx-xx-8285	Jeffrey Shoemake	589.70	1,065.02	\$ 1,654.72
6006-3	xxx-xx-4894	Melody Heuer	2,584.07	1,162.53	\$ 3,746.60
7002-2	xxx-xx-1066	Angela Garry	-	6,376.65	\$ 6,376.65
8015-4	xxx-xx-8157	Audra Brown	85.76	-	\$ 85.76
11004-6	xxx-xx-0070	Jennifer Meyers	57.96	4,232.29	\$ 4,290.25
12035-3	xxx-xx-6716	Raeanna Teuber	8.65	3,190.17	\$ 3,198.82
Total Write-off			5,720.29	21,656.60	27,376.89

Betty McKee
Accounting Specialist 1 - Betty McKee

Richard Cronk
Finance Manager - Rich Cronk

Chuck Robbins
Executive Director - Chuck Robbins

