Health, Housing & Human Services
CLACKAMAS COUNTY

COPY

Richard Swift
Director

September 17, 2015

Housing Authority Board of Commissioners
Clackamas County

Members of the Board:

In the Matter of Writing off Uncollectible Accounts for the
First Quarter of Fiscal Year 2016

Purpose/Outcomes	Approval to write off uncollectible rents, late charges and maintenance expenses for the first quarter of fiscal year 2016.
Dollar Amount and Fiscal Impact	$5,868.71 in total collection losses.
Funding Source	N/A
Safety Impact	N/A
Duration	(July 1, 2015 – September 30, 2015)
Previous Board Action	First, second, third, and fourth 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 first quarter of fiscal year 2016 (July 1, 2015 – September 30, 2015). The uncollectible amounts are detailed on the attached worksheets.

Uncollectible amounts for the first quarter of fiscal year 2016 will be $4,158.98 for Low Rent Public Housing and $740.97 for Jannsen Road Apts. and $968.76 for Clackamas Apts. Of the total first quarter write offs, $2,370.52 was for uncollected rents and $3,498.19 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 first quarter of fiscal year 2016 will be $5,868.71.

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,

Richard Swift, Director

LRPH Collection Loss for the period of 7/1/2015 to 9/30/2015

First Quarter of Fiscal Year 2016

Unit #	SS #	Name	Rent	Sundry	Total
1003-6	xxx-xx-9901	Dorothy Wickersham	231.44	926.61	$ 1,158.05
1008-5	xxx-xx-6595	Marquetta Osborne	148.48	922.02	$ 1,070.50
1008-5	xxx-xx-6595	Marquetta Osborne	491.66 RR	-	$ 491.66
1088-2	xxx-xx-0547	Estate of Diana Davis	57.67	-	$ 57.67
4010-9	xxx-xx-6082	Patrick Moffatt	-	328.24	$ 328.24
5310-4	xxx-xx-7354	Tim Chamberlin	400.91	651.95	$ 1,052.86
					$ -
		Total Write-off	1,330.16	2,828.82	4,158.98

Accounting Specialist 1 - Berry McKee

Finance Manager - Rich Cronk

Executive Director - Chuck Robbins

JRA Collection Loss for the period of 7/1/2015 to 9/30/2015

First Quarter of Fiscal Year 2016

Unit #	SS #	Name	Rent	Sundry		Total
40003-10	xxx-xx-2151	Jennifer Lombard	19.44	350.04	$	369.48
40008-13	xxx-xx-9725	Kaylee Hake	298.60	72.89	$	371.49
					$	-
					$	-
					$	-
					$	-
					$	-
		Total Write-off	318.04	422.93		740.97

Accounting Specialist 1 - Berry McKee

Finance Manager - Rich Cronk

Executive Director - Chuck Robbins

Clackamas Apartments

Collection Loss for the period of 7/1/2015 to 9/30/2015

First Quarter of Fiscal Year 2016

Unit #	SS #	Name	Rent	Sundry		Total
25108-1	xxx-xx-1219	David Jones	722.32	246.44	$	968.76
					$	-
					$	-
					$	-
					$	-
					$	-
					$	-
					$	-
					$	-
					$	-
					$	-
		Total Write-off	722.32	246.44		968.76

Accounting Specialist 1 - Berry McKee

Finance Manager - Rich Cronk

Executive Director - Chuck Robbins