

December 17, 2015

Housing Authority Board of Commissioners
Clackamas County

Members of the Board:

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

Purpose/Outcomes	Approval to write off uncollectible rents, late charges and maintenance expenses for the second quarter of fiscal year 2016.
Dollar Amount and Fiscal Impact	\$21,455.16 in total collection losses.
Funding Source	N/A
Safety Impact	N/A
Duration	(October 1, 2015 – December 31, 2015)
Previous Board Action	First 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 second quarter of fiscal year 2016 (October 1, 2015 – December 31, 2015). The uncollectible amounts are detailed on the attached worksheets.

Uncollectible amounts for the second quarter of fiscal year 2016 will be \$13,265.52 for Low Rent Public Housing and \$5,598.61 for Local Project Fund and \$2,591.03 for Clackamas Apts. Of the total second quarter write offs, \$4,008.00 was for uncollected rents and \$17,447.16 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 and second quarters of fiscal year 2016 will be \$27,323.87.

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
Health, Housing & Human Services

LRPH

Collection Loss for the period of

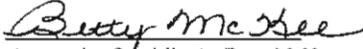
10/1/2015

to

12/31/2015

Second Quarter of Fiscal Year 2016

Unit #	SS #	Name	Rent	Sundry	Total
3034-2	xxx-xx-5501	Estate of Linda Reese	78.45	185.00	\$ 263.45
3068-3	xxx-xx-8800	Christine Connel	119.88	551.29	\$ 671.17
3070-3	xxx-xx-1873	Ronald Clements	(46.70)	1,992.56	\$ 1,945.86
3092-7	xxx-xx-8577	Melissa Griffin	183.47	1,505.04	\$ 1,688.51
4011-5	xxx-xx-5779	Chiquitina Greely	448.27	252.45	\$ 700.72
4012-5	xxx-xx-1555	Ashley Bolling	-	1,314.89	\$ 1,314.89
4022-8	xxx-xx-1627	Ila Serianne	765.00	693.33	\$ 1,458.33
4033-7	xxx-xx-0729	Sandra Durrett	-	1,255.37	\$ 1,255.37
4071-2	xxx-xx-H507	Maribel Gonzalez	2.92	672.78	\$ 675.70
5510-4	xxx-xx-4483	Sherry McDaniel	179.52	1,943.00	\$ 2,122.52
7009-2	xxx-xx-4260	Debbie MacDonald	-	1,151.60	\$ 1,151.60
10018-5	xxx-xx-1431	Dianna Sanchez	-	17.40	\$ 17.40
					\$ -
Total Write-off			1,730.81	11,534.71	13,265.52


Accounting Specialist 1 - Betty McKee

Finance Manager - David Hoiland

Executive Director - Chuck Robbins

