



Agenda Briefing

Date of Meeting: January 7, 2020

Responsible Department: Finance

Presenter: Michael Gibbs, Director of Finance

Briefing Prepared By: Michael Gibbs, Director of Finance

Strategic Focus Area: City Services

General Information / Subject:

Authorize the write-off of \$4,819.87 in bad debt in account 020-0109 receivables and authorize the transfer of funds from 902-5451 (Pasadena Water supply) to 902-6450 (Bad Debt Expense) and replenish the allowance for doubtful accounts 020-0112 in the amount of \$10,836.16 to be effective 9/30/2019.

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Executive Summary / Background:

The City of Seabrook actively pursues collection of past due accounts and regularly review amounts determined uncollectible. By writing off uncollectible accounts receivable from the City's accounting records does not constitute forgiveness of the debt and information is flagged should a customer apply for a new account with the City of Seabrook. This process allows the most efficient use of revenue collection resources.

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All requests must be submitted to the City Secretary's Office no later than 12:00 p.m. on the Monday, one week prior to the regular Tuesday Council Meeting. All required attachments are to be submitted with the request. Incomplete items cannot be placed on the agenda.

Funding / Fiscal Information:

Account Number: 020-0112, 902-6450, 902-5451 & 020-0109

Amount Budgeted:

Amount Requested / Required:

Funding Source (if not budgeted):



Supporting Materials Attached:

Prior Action / Review by Council, Boards, Commissions:



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Staff Recommendation:

To approve the write off amount \$4,819.87 to Bad Debt Expense.

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**REVIEWED AND APPROVED BY:
(as appropriate)**

DocuSigned by:
Michael Gibbs
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Preparer or Department Director

Date

Department Director or HR Review
(if needed)

Date

IT Director, if needed

Date

DocuSigned by:
Michael Gibbs
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Finance Director, if needed

Date

Deputy City Manager, if needed

Date

DocuSigned by:
Gayle Cook
B8CE768D777F40E...

City Manager

Date

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