

<b>TO:</b>	<b>CHAIR AND MEMBERS CORPORATE SERVICES COMMITTEE MEETING ON DECEMBER 10, 2013</b>
<b>FROM:</b>	<b>MIKE TURNER DEPUTY CITY TREASURER</b>
<b>SUBJECT:</b>	<b>REQUEST FOR WRITE OFF OF MISCELLANEOUS AND DEARNESS HOME ACCOUNTS RECEIVABLE</b>

<b>RECOMMENDATION</b>
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That, on the recommendation of the Deputy City Treasurer, Civic Administration **BE AUTHORIZED** to write off the outstanding Miscellaneous and Dearness accounts receivable, attached (Appendix A), to the Allowance for Doubtful Accounts in accordance with the Uncollectible Accounts Receivable Policy.

<b>PREVIOUS REPORTS PERTINENT TO THIS MATTER</b>
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None.

<b>BACKGROUND</b>
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The attached accounts in Appendix A have been processed through all the appropriate collection steps, which may include review with our Legal Department and collection attempts by our external collection agencies.

It is recommended that this account in the amount of \$1,174.68 be considered uncollectible on the basis we have exhausted all means of collection as set out in the Uncollectible Accounts Receivable Policy 8(5). For this Dearness Home account, the City is able to claim back from the Province, 50% of the basic accommodation amount written off, representing a total of \$587.34, for a net write-off of \$587.34.

In addition to these recommended write-offs, there have been administrative write-offs under this policy of \$2,503.19 for miscellaneous accounts receivable and former Dearness clients.

**Financial Impact**

An annual amount has been allocated in Corporate Expenditures to allow for uncollectible accounts, so that expenses are matched to the appropriate years.

Upon approval of the above adjustments, there will be \$446,000 remaining in the balance for doubtful accounts.

A record of these accounts will remain in our files and if monies are received they will be credited to Corporate Revenues upon receipt.

<b>PREPARED AND SUBMITTED BY:</b>	<b>RECOMMENDED BY:</b>
<b>SHARON SWANCE MANAGER, ACCOUNTING</b>	<b>MIKE TURNER DEPUTY CITY TREASURER</b>

Attach.