



## Agenda Item Summary Sheet

Item No: **F-4**  
Meeting Date: **June 2, 2021**

**Item Title:** Annual write-off of uncollectible water accounts

**Item Summary:**

The annual write-off of water accounts is being requested at this time; these accounts are considered to be uncollectible. A detailed list of these accounts as well as staff's memo are attached.

The total amount requesting to be written off for the approximately 4,900 water billing accounts for FY 20/21 is \$265.01.

Number of Attachments: 2

---

**Specific Action Requested:**

Request Board approval of the write-off of all water accounts currently considered to be uncollectible - as shown in the attached list.

Submitted By: Brittany Phillips, Water Services Coordinator

Date: May 26, 2021

---

**Finance Officer Comment:**

Every effort is made to recover the bad debt - Currently, the balance in allowance for doubtful accounts is more than enough to cover the requested write-off amount of \$265.01.

Signature: Amy Miller

Date: May 26, 2021

---

**Town Attorney Comment:**

N/A

Signature: John Leidy

Date: May 26, 2021

---

**Town Manager Comment and/or Recommendation:**

I concur with staff's request.

Signature: Greg L. Sparks

Date: May 26, 2021