



Agenda Item Summary Sheet

Item No: **D-3**
Meeting Date: **June 17, 2020**

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 is attached. Total amount requesting to be written off for FY 19/20 is \$18.36.

Number of Attachments: 1

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 Billing/Water Services Coordinator Date: June 11, 2020

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 \$18.36.

Signature: Amy Miller Date: June 11, 2020

Town Attorney Comment:

N/A

Signature: John Leidy Date: June 11, 2020

Town Manager Comment and/or Recommendation:

I concur with staff's request.

Signature: Cliff Ogburn

A handwritten signature in black ink, appearing to read "Cliff Ogburn", is written over the printed name.

Date: June 11, 2020