

**CITY OF WASHINGTON**

Joan E. Baxter, C.P.A. - Controller  
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**MEMORANDUM**

TO: Finance & Personnel Committee  
FROM: Joanie Baxter, Controller *JB*  
DATE: May 10, 2017  
SUBJECT: Request for Adjustment of Accounts Receivable

A listing of accounts receivable that are being recommended for write-off is attached. The list includes water and sewer receivables for final bills that were sent to collection between six and nine months ago and are now being recommended for write-off as of April 30, 2017. This is the second of two write-offs for the fiscal year.

If the City Council approves write-off of these accounts, the accounts receivable will be adjusted accordingly, however, should any of the individuals attempt to settle the account or re-establish service in the City, records will be available with this information.

The total accounts being recommended for write-off are summarized below:

<b>Water-utility</b>	<b>\$</b>	<b>761.10</b>
<b>Sewer-utility</b>		<b>1,315.28</b>
<b>General-mowing</b>		<b><u>2,675.75</u></b>
<b>Total</b>	<b>\$</b>	<b><u><u>4,752.13</u></u></b>

The City has a very high collection rate which will only continue to be improved through monthly billing, easy access to bill pay through both website credit card payments and automatic bank debit, and the new policy of shutting off water between tenants. The write-off of water utility bills represents a total of .11% and .13% of water and sewer billings, respectively. The budget for write-offs for FY 16-17 is \$4,000 for water and \$8,000 for sewer.

The General Fund write-offs are for mowing abatement of properties. Of the total \$2,164.25 is for 400 Lawndale Lane which was eventually demolished by the City. The remainder is for a property that has been sent to collection but remains unpaid at this time.

The Finance & Personnel Committee will review this matter at its meeting of May 15, 2017 and make a recommendation to the City Council with the item included on the Consent Agenda for that meeting.

C: Jim Culotta, City Administrator  
Jeanette Glueck, Accountant  
Municipal Services Department

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301 WALNUT STREET  
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ACCOUNTS SCHEDULED FOR WRITE OFF APRIL 2017

NAME	ACCOUNT #	GEN	CEM	WAT	SEW	TOTAL BALANCE
Andrews, Nicole	05-30-027200-06	\$0.00	\$0.00	\$51.34	\$141.36	\$192.70
Breen, Terry	5768	\$390.50	\$0.00	\$0.00	\$0.00	\$390.50
Breen, Terry	5802	\$308.00	\$0.00	\$0.00	\$0.00	\$308.00
Breen, Terry	5901	\$563.75	\$0.00	\$0.00	\$0.00	\$563.75
Breen, Terry	5910	\$225.50	\$0.00	\$0.00	\$0.00	\$225.50
Breen, Terry	5979	\$225.50	\$0.00	\$0.00	\$0.00	\$225.50
Breen, Terry	6050	\$451.00	\$0.00	\$0.00	\$0.00	\$451.00
* Campbell, James	01-30-013300-02	\$0.00	\$0.00	\$86.83	\$243.49	\$330.32
Carter, Leonard	02-20-019500-08	\$0.00	\$0.00	\$40.38	\$84.08	\$124.46
Cocran, Jared	05-20-000200-05	\$0.00	\$0.00	\$239.13	\$0.00	\$239.13
Creson, Wendy	05-20-017100-17	\$0.00	\$0.00	\$5.32	\$71.21	\$76.53
Crew, Danny / Christine	05-20-027000-08	\$0.00	\$0.00	\$185.63	\$311.46	\$497.09
Dene, Patricia	5588	\$511.50	\$0.00	\$0.00	\$0.00	\$511.50
Mathis, Michael	01-50-017600-03	\$0.00	\$0.00	\$20.11	\$78.08	\$98.19
Rutz, Shane	05-20-009027-01	\$0.00	\$0.00	\$0.00	\$45.46	\$45.46
Salsman, Mike	05-20-037300-00	\$0.00	\$0.00	\$65.92	\$137.28	\$203.20
Schumacher, Deborah	05-20-009004-01	\$0.00	\$0.00	\$0.00	\$23.40	\$23.40
Van-Hoorebeke, Valelia	02-10-008900-03	\$0.00	\$0.00	\$49.44	\$147.74	\$197.18
Weiss, David	05-10-006360-01	\$0.00	\$0.00	\$17.00	\$31.72	\$48.72
						\$0.00
						\$0.00
						\$0.00
		\$2,675.75	\$0.00	\$761.10	\$1,315.28	\$4,752.13

\* Due to bankruptcy discharge / estate discharge.