



CITY OF WASHINGTON, ILLINOIS
City Council Agenda Communication

Meeting Date: May 18, 2020

Prepared By: Joanie Baxter, Finance Director

Agenda Item: Write-off Uncollectible Accounts

Explanation: 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, 2020. 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:

Water-utility	\$	1,296.43
Sewer-utility		1,500.27
General		0.00
Total	\$	<u>2,796.70</u>

These write-offs generally stem from accounts in which customers have skipped out or have left a final bill unpaid. The steps we have taken to turn off water between residents, make the landlord liable if there isn't a separate shutoff, and implementation of monthly billing and enhanced leak detection due to the Automated Meter System installed in 2006, have all contributed to a decrease in accounts required to be written off. The City continues to have a very high collection rate. The write-off of water utility bills represents a total of .001% and .002% of water and sewer billings, respectively.

Fiscal Impact: If these accounts are approved for write-off, the total Bad Debt Expense for Water and Sewer Funds would be as follows:

Fund	Account #	Bad Debt Expense	Budget
		FY 2019-20	FY 2019-20
Water Fund	500-00-910-9900	2,881.33	4,000.00
Sewer Fund	501-00-910-9900	3,884.02	10,000.00

Recommendation/Committee Discussion Summary: Pending Finance & Personnel Committee recommendation for approval.

Action Requested: Approval by City Council as part of Consent Agenda.

**CITY OF WASHINGTON
301 WALNUT STREET
WASHINGTON, IL 61571**

ACCOUNTS SCHEDULED FOR WRITE OFF APRIL 2020

ACCOUNT #	DUE DATE	GEN	CEM	WAT	SEW	TOTAL BALANCE
04-30-010000-08	11/8/2018	\$0.00	\$0.00	\$53.93	\$41.74	\$95.67
02-20-000200-04	6/10/2019	\$0.00	\$0.00	\$3.85	\$29.90	\$33.75
03-20-002400-04	12/3/2018	\$0.00	\$0.00	\$40.27	\$133.25	\$173.52
03-20-018800-12	1/3/2019	\$0.00	\$0.00	\$64.38	\$6.03	\$70.41
04-30-019600-03	12/3/2018	\$0.00	\$0.00	\$112.70	\$83.66	\$196.36
04-80-007400-04	8/2/2019	\$0.00	\$0.00	\$25.98	\$34.29	\$60.27
02-10-008300-01	1/3/2019	\$0.00	\$0.00	\$33.97	\$30.83	\$64.80
04-20-002100-06	3/8/2019	\$0.00	\$0.00	\$61.35	\$82.64	\$143.99
04-20-002300-14	8/2/2019	\$0.00	\$0.00	\$29.59	\$51.31	\$80.90
03-20-012000-04	8/2/2019	\$0.00	\$0.00	\$203.02	\$133.98	\$337.00
01-50-011000-05	12/3/2018	\$0.00	\$0.00	\$105.93	\$95.90	\$201.83
05-20-016200-01	2/4/2019	\$0.00	\$0.00	\$171.14	\$186.29	\$357.43
02-30-002400-07	7/5/2019	\$0.00	\$0.00	\$134.33	\$145.28	\$279.61
01-50-024200-05	4/2/2019	\$0.00	\$0.00	\$22.00	\$46.80	\$68.80
04-40-008470-04	11/8/2019	\$0.00	\$0.00	\$43.37	\$96.96	\$140.33
03-20-018700-10	5/8/2019	\$0.00	\$0.00	\$65.91	\$70.40	\$136.31
01-40-013000-02	12/3/2018	\$0.00	\$0.00	\$3.85	\$20.58	\$24.43
02-10-004900-05	3/8/2019	\$0.00	\$0.00	\$48.58	\$110.15	\$158.73
04-30-011100-11	11/8/2018	\$0.00	\$0.00	\$28.24	\$31.82	\$60.06
04-20-002200-11	11/8/2018	\$0.00	\$0.00	\$44.04	\$68.46	\$112.50
		\$0.00	\$0.00	\$1,296.43	\$1,500.27	\$2,796.70