

To: Contra Costa County Housing Authority Board of Commissioners
 From: Joseph Villarreal, Housing Authority
 Date: February 9, 2016



Contra
Costa
County

Subject: Collection Loss Write-Off for the Quarter Ending December 31, 2015

RECOMMENDATIONS

ADOPT Resolution No. 5197 to approve collection loss write-offs in the public housing program in the amount of \$18,823.43 for the quarter ending December 31, 2015.

BACKGROUND

This collection loss is for the public housing program. The requested collection loss write-off reflects a total of 6 accounts that are recommended for write-off. The following chart illustrates the collection losses per quarter for the past four quarters:

Conventional Program

12/14 \$18,823.43
 09/15 \$15,738.57
 06/15 \$16,060.46
 03/15 \$58,637.66

Prior to submission of an account for write-off, staff makes every effort to collect money owed to HACCC. Once an account is written-off, it may be referred to a collection agency

Action of Board On: **02/09/2016** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF COMMISSIONERS

AYE: Candace Andersen,
 Commissioner
 Mary N. Piepho,
 Commissioner
 Federal D. Glover,
 Commissioner
 Jannel George-Oden,
 Commissioner

ABSENT: John Gioia, Commissioner
 Karen Mitchoff,
 Commissioner
 Fay Nathaniel,
 Commissioner

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: February 9, 2016

Joseph Villarreal, Executive Director

By: June McHuen, Deputy

Contact: 925-957-8028

cc:

for further repayment efforts. Past participants who owe HACCC, or any other housing authority, money may be denied admission to the public housing or housing choice voucher programs in the future unless the debt is repaid. Past participants can be denied admission in the future even if their debt has been written off.

BACKGROUND (CONT'D)

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FISCAL IMPACT

Uncollectable accounts impact on the budget by reducing total rental income. At the end of each quarter, the Housing Authority of the County of Contra Costa (HACCC) writes off those accounts that have been determined to be uncollectable. Once an account is written off, it can be turned over to a collection agency. For the quarter ending December 31, 2015, the collection loss write-off total is \$18,823.43.

CONSEQUENCE OF NEGATIVE ACTION

Should the Board of Commissioners elect not to adopt Resolution No. 5197 these accounts would inflate the total accounts receivable for HACCC and present an inaccurate financial picture.

CLERK'S ADDENDUM

ATTACHMENTS

Resolution 5197

Collection Loss Write-Off for QE December 31, 2015