Contra

Costa

County

To: Contra Costa County Housing Authority Board of Commissioners

From:

Date: October 9, 2018

Subject: COLLECTION LOSS WRITE-OFF FOR THE QUARTER ENDING SEPTEMBER 30, 2018

RECOMMENDATIONS

ADOPT Resolution No. 5214 to approve collection loss write-offs in the public housing program in the amount of \$ 81,583.56 for the quarter ending September 30, 2018.

BACKGROUND

The Housing Authority takes action to write off accounts that have been determined to be non-collectible.

For this quarter ending SEPTEMBER 30, 2018 a breakdown of the recommended write-offs, by housing development, is provided in the following table (see next page):

Action of Board On:	10/09/2018 🖌 APPROVED AS RECOMMENDED 🗌 OTHER
Clerks Notes: vote of commissioner	S
AYE: John Gioia, Commissioner Candace Andersen, Commissioner Diane Burgis, Commissioner Karen Mitchoff, Commissioner Federal D. Glover, Commissioner Jannel George-Oden 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: October 9, 2018 Joseph Villarreal, Executive Director By: Jami Napier, Deputy

Contact: 925-957-8028

BACKGROUND (CONT'D)

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ТОТАІ	CAU11-4302		\$1,292.70
101AL \$\$\$1 5\$3 5	TOTAL		\$81,583.56

A total of 18 accounts are being recommended for write-off, representing an average of \$4,532.42 per account.

The following table illustrates the collection losses per quarter for the past four quarters.

Conventional Program

THIS QUARTER 09/30/2018	\$81,583.56
03/31/18	\$50,381.06
01/31/18 09/31/17	\$35,979.41 \$193,229.09

Prior to submission of an account for write-offs, the staff makes every effort to collect money owed to HACCC. Once the account is written off, staff uploads debt amount to HUD's Debts Owed System, to further Housing Authorities efforts to collect monies owed. Past participants that owe Housing Agencies may be denied admission to public housing or housing choice voucher programs in the future unless debt is repaid

FISCAL IMPACT

Uncollectable amounts impact the budget by reducing total rental income. The Housing Authority of the County of Contra Costa (HACCC) regularly 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 period ending September 30, 2018 the collection loss write-off total is \$81,583.56.

CONSEQUENCE OF NEGATIVE ACTION

Should the Board of Commissioners elect not to adopt Resolution No. 5214 these accounts would inflate the total accounts receivable for HACCC and present and inaccurate financial picture.

ATTACHMENTS

Collection loss write off chart