



The Corporation of the Town of Milton

Report To:	Council
From:	Glen Cowan, Chief Financial Officer/Treasurer
Date:	December 16, 2019
Report No:	CORS-078-19
Subject:	2019 Accounts Receivable Write-Off Settlements
Recommendation:	THAT Council approve the Accounts Receivable write-offs in the amount of \$11,978.92.

EXECUTIVE SUMMARY

The purpose of this report is to recommend the write-off of uncollectible accounts receivable balances in the amount of \$11,978.92 in accordance with the provisions of Corporate Policy 155, as collection efforts have been exhausted. The action being recommended by staff has been reviewed with appropriate managers who concur with the recommendations.

REPORT

Background

The Town collects most of the user fees before providing the related services thereby negating the opportunity for uncollectible amounts. There are exceptions, however, which include fines such as those for parking and false alarms, as well as winter control maintenance, to name a few. The Town has centralized Accounts Receivable responsible for invoicing related to agreements (i.e. long-term facility leases, boundary agreements, naming rights, etc.) as well as recovery related billings (i.e. damages to Town's property). Staff utilize a variety of collection methods including collection agency.

Accounts Receivable Corporate Policy 155 states that any write-offs of amounts owing to the Town in excess of \$500 must be approved by Council. Staff is seeking Council approval to write-off balances relating to four receivable accounts. The Treasurer has the authority to write off uncollectable outstanding amounts owing to the Town if the amount is not more than \$500.

Discussion

Staff completed a review of the accounts receivable balances outstanding and is recommending the accounts herein totaling \$11,978.92 be deemed uncollectable.



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The following is a summary of accounts recommended to be written off:

Invoice #	Amount	Invoice Detail	Reason for Write Off
VEL000220	\$ 1,142.88	Velodrome Naming	Currency exchange portion of the pledged donation.
PLA00251	\$ 1,613.63	Subwater Shed Study	Original payment terms were set to ten days. The terms have been renegotiated with the customer to match the Town's standard payment terms of net 30. The write off relates to partial interest.
PLA00252	\$ 517.06		
PLA00306	\$ 3,087.63		
PLA00320	\$ 1,810.41		
PLA00334	\$ 2,254.19		
FIR001801	\$ 608.06	MTO Fire Call	Insurance details not valid. Cannot be located.
ENG001298	\$ 945.06	Accident Claim	Insurance settlement - uncollectable residual amount related to timing of payments and fees.
	\$ 11,978.92		

Financial Impact

The write-offs of \$11,978.92 recommended in this report will be reflected both current year's revenues and the allowance for bad debts account. The funding of the allowance for bad debts account will be considered during the year-end process.

Respectfully submitted,

Troy McHarg
Commissioner, Corporate Services / Town Clerk

For questions, please contact: Zaneta Kowalik

Phone: Ext. 2122

Attachments

None.

CAO Approval
Andrew M. Siltala
Acting Chief Administrative Officer