

MINUTES

CITY OF LOS ANGELES

COLLECTIONS BOARD OF REVIEW

Wednesday, October 28, 2015

**200 N. Main St, Office of the Controller, Room 350c
Los Angeles, CA 90012**

MEMBERS PRESENT

**Shane Min, Chair
Wai Yee Lau
Melissa Krance**

1) **Approval of the Minutes for April 29, 2015 and July 29, 2015**

ACTION: The Board unanimously approved the minutes for April 29, 2015 and July 29, 2015.

2) **El Pueblo De Los Angeles (El Pueblo)**

August 11, 2015 report requesting write-off of one (1) uncollectible account receivable totaling \$12,040.51, representing an invoice amount \$5,000 or more.

ACTION: The Board unanimously agreed to recommend the City Council approve the write off request from El Pueblo to remove from its active accounts receivable the uncollectible amount of \$12,040.51, representing one (1) account equal to or more than \$5,000.

3) **Los Angeles Department of Building and Safety (LADBS)**

October 15, 2015 report requesting write-off of 11 uncollectible accounts receivable totaling \$12,629.54, representing invoice amounts less than \$5,000.

ACTION: The Board unanimously agreed to approve the request from LADBS to remove from its active accounts receivable the uncollectible amount of \$12,629.54, representing 11 accounts less than \$5,000.

4. **Board of Public Works – Bureau of Sanitation (PW-BOS)**

(a) June 26, 2015 report requesting write-off of 684 uncollectible accounts receivable totaling \$83,612.22, representing invoice amounts less than \$5,000.

ACTION: The Board unanimously agreed to approve the request from PW-BOS to remove from its active accounts receivable the uncollectible amount of \$83,612.22 representing 684 accounts less than \$5,000.

(b) October 16, 2015 report requesting write-off of 15 uncollectible accounts receivable totaling \$26,148.98, representing invoice amounts less than \$5,000.

ACTION: The Board ruled that all 15 invoices are for one (1) account and the uncollectable balance is over \$5,000. Therefore, the Board unanimously agreed to recommend the City Council approve the request from PW-BOS to remove from its active accounts receivable the uncollectible amount of \$26,148.98 representing one (1) account equal to or more than \$5,000.

5. **Housing and Community Investment Department (HCIDLA)**

September 23, 2015 report requesting write-off of eight (8) uncollectible accounts receivable totaling \$82,616.43, representing invoice amounts \$5,000 or more.

ACTION: The Board unanimously agrees to return the request to HCIDLA. The Department may resubmit the request when Finance completes collection efforts and returns the uncollectible accounts to the Department.

6. **Los Angeles Fire Department (LAFD)**

(a) September 15, 2015 report requesting write-off of 280 uncollectible accounts receivable totaling \$133,840.28, representing invoice amounts less than \$5,000.

ACTION: The Board removed one (1) account billed to the Department of General Services as the Board does not have jurisdiction over inter departmental billing. Therefore, the Board unanimously approved the write-off request from LAFD to remove from its active accounts receivable, 279 invoices totaling \$133,520.28, representing invoice amounts less than \$5,000.

(b) September 15, 2015 report requesting write-off of 68,439 uncollectible accounts receivable totaling \$86,409,432.50, representing invoice amounts less than \$5,000.

ACTION: The Board unanimously approved the write-off request from LAFD to remove from its active accounts receivable 68,439 invoices totaling \$86,409,432.50, representing invoice amounts less than \$5,000.

(c) September 15, 2015 report requesting write-off of 2,443 uncollectible accounts receivable totaling \$1,150,467.73, representing invoice amounts less than \$5,000.

ACTION: The Board unanimously approved the write-off request from LAFD to remove from its active accounts receivable 2,443 invoices totaling \$1,150,467.73, representing invoice amounts less \$5,000

7) **Public Comment**

None

8) **Next Regular Meeting**

The next scheduled meeting of the Collections Board of Review will be held on Wednesday, January 27, 2016.

9) **Adjourned**

9:57 a.m.