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TCRM 6-22-15

**To:** President and Members of the Munster Town Council

**From:** David F. Shafer, IAMC, MMC, CMO  
Clerk-Treasurer

DFA

**Copy to:** Patricia L. Abbott, IAMC, MMC, Accounting Supervisor  
Dustin Anderson, Town Manager

**Date:** June 22, 2015

**Re:** Water Utility Write-Offs

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Resolution 1745 outlines the collection policy to be followed for Water Utility accounts. Outstanding Utility final bills for a eight-year period total \$7,215.18. In April 2008, we began using Trustmark Recovery Services to increase our collection efforts. Appropriate collection efforts were made for all accounts but were not successful. It is unlikely that these receivables would be or could be collected. The following lists, by year, the amounts recommended for write-off.

2008	\$1,643.33
2009	\$ 719.59
2010	\$ 190.60
2011	\$ 72.38
2012	\$ 510.64
2013	\$2,197.73
2014	\$1,697.94
2015	\$ 182.97
Total	\$7,215.18

Under Ordinance 1248, Town of Munster Water Utility records are excluded from disclosure. Therefore, a detailed listing is not provided with this memorandum, but is available to the Council at the Clerk-Treasurer's Office.

#### **RECOMMENDED ACTION:**

Although no action is required of the Town Council, the Clerk-Treasurer and Town Manager are required to notify the Town Council when collection efforts have ceased. It is recommended that \$7,215.18 be written off pursuant to Ordinance 1745.