

To: President and Members of the Munster Town Council

From: Wendy Mis, IAMC *Wmis*
Clerk-Treasurer

Copy to: Patricia Abbott, IAMC, MMC Controller
Dustin Anderson, Town Manager

Date: February 1, 2021

Re: Write-Offs for Accounts Receivable

Resolution 1666 outlines the collection policy to be followed for accounts receivable other than those related to the Water Utility. Appropriate collection efforts were made but were not successful. In 2017 we began using Jonathan Peterson's office to increase our collection efforts. In 2020 we began using TRECS as an additional collection remedy. It is unlikely that these receivables would be or could be collected.

Customer	Date	Invoice	Amount	Description
Latasha Williams	01/22/14	F204-609	\$ 184.42	Accident damage
CC's Specialty Food	08/24/14	F204-629	\$ 16.05	Park event
Ciao Bella Catering	04/02/15	F204-668	\$ 2,508.00	Catering events at Clubhouse
Eve Gibson	04/22/15	F201-146	\$ 6,237.00	Accident damage (balance from settlement)
Maxwell Kohn	04/23/16	F201-161	\$ 145.17	Accident damage
			<u>\$ 9,090.64</u>	

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. The amount of \$9,090.64 will be written off pursuant to Resolution 1666.