

MINUTES

CITY OF LOS ANGELES

COLLECTIONS BOARD OF REVIEW

Wednesday, July 27, 2016
Office of the Controller Conference Rm 350B
200 North Spring Street
Los Angeles, CA 90012

MEMBERS PRESENT

Shane Min, Chair
Wai Yee Lau
Melissa Krance

1. **Approval of the Minutes for May 4, 2016**

ACTION: The Board unanimously approved the minutes for May 4, 2016.

2. **Los Angeles Housing and Community Investment Department (LAHCID)**

March 24, 2016 report requesting write-off of 8,066 uncollectible accounts receivable totaling \$2,765,737.58, representing invoice amounts less than \$5,000.

ACTION: The Board unanimously approved the write-off request from LAHCID to remove from its active accounts receivable the uncollectible amount of \$2,765,737.58, representing 8,066 accounts less than \$5,000 per account.

3. **Los Angeles Convention and Tourism Development (LACTD)**

a. May 19, 2016 report requesting write-off of 10 uncollectible accounts receivable totaling \$14,479.77, representing invoice amounts less than \$5,000.

ACTION: The Board unanimously approved the write-off request from LACTD to remove from its active accounts receivable the uncollectible amount of \$14,479.77, representing 10 accounts less than \$5,000 per account.

b. May 19, 2016 report requesting write-off of five (5) uncollectible accounts receivable totaling \$277,055.89, representing invoice amounts equal to or greater than \$5,000.

ACTION: The Board unanimously recommends that the City Council approve the write-off request from LACTD to remove from its active accounts receivable the uncollectible amount of \$277,055.89, representing 5 accounts equal to or more than \$5,000 per account.

4. **Los Angeles Department of Transportation (LADOT)**

July 25, 2016 report requesting write-off of 81,146 uncollectible accounts receivable totaling \$11,023,334.86, representing invoice amounts less than \$5,000.

ACTION: The Board unanimously approved the write-off request from LADOT to remove from its active accounts receivable the uncollectible amount of \$11,023,334.86, representing 81,146 accounts less than \$5,000 per account.

5. **Department of Public Works – Bureau of Sanitation (PW- BOS)**

July 22, 2016 report requesting write-off of 224 uncollectible accounts receivable totaling \$29,778.84, representing invoice amounts less than \$5,000.

ACTION: The Board unanimously approved the write-off request from PW-BOS to remove from its active accounts receivable the uncollectible amount of \$29,778.84, representing 224 accounts less than \$5,000 per account.

6. **Public Comment**

None

7. **Next Regular Meeting**

The next scheduled meeting of the Collections Board of Review will be held on Wednesday, October 26, 2016.