

March 17, 2022

Housing Authority Board of Commissioners
Clackamas County

Members of the Board:

Approval of a Board Order No. 1961 to write-off Uncollectible Accounts for
the Third Quarter of Fiscal Year 2022.
No General Funds Involved

Purpose/Outcomes	Approval to write off uncollectible rents, late charges and maintenance expenses for the third quarter of fiscal year 2022 by a Board Order.
Dollar Amount and Fiscal Impact	\$3,896.56 in total collection losses.
Funding Source	N/A
Duration	January 1, 2022 – March 31, 2022
Previous Board Action/Review	12/9/21 - FY 22 - Second quarter collection losses were approved by the Housing Authority Board of Commissioners. 3/17/22 - Item on Issues
Counsel Review	N/A
Strategic Plan Alignment	1. Efficient & effective services 2. Build Public Trust through good government
Contact Person	Toni Karter, Interim Executive Director, Housing Authority 503-650-3139

BACKGROUND:

The Housing Authority of Clackamas County (HACC), a Division of the Health, Housing and Human Services Department, requests the approval of a board order to write off uncollectible rents, late charges and maintenance expenses for the third quarter of fiscal year 2022 (January 1, 2022 – March 31, 2022) by a Board Order. The uncollectible amounts are detailed on the attached worksheets.

Uncollectible amounts for the third quarter of fiscal year 2022 will be \$2,139.27 for Low Rent Public Housing and \$1,757.29 for Local Project Fund. Of the total third quarter write offs, \$1,290.56 was for uncollected rents and \$2,606.00 was for maintenance repairs charged to tenants for repairs required to units before HACC could lease them to a new tenant.

As a business practice, the HACC writes off debts after 90 days of collection efforts. Former residents in Public Housing that have debts that are written off, continue to be tracked and are reported to a Federal Government database that prohibits their participation in any other Public Housing program nationally until such debt is paid.

The total amount proposed for transfer from Accounts Receivable to Collection Loss for the third quarter of fiscal year 2022 will be \$3,896.56.

RECOMMENDATION:

HACC staff recommends the approval of HACC Board Order No. 1961 to write off uncollectible rents, late charges and maintenance expenses and to authorize the transfer of these accounts from Accounts Receivable to Collection Loss.

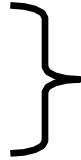
Respectfully submitted,

A handwritten signature in cursive script that reads "Rodney A. Cook".

Rodney A. Cook, Director
Health, Housing and Human Services

**BEFORE THE CLACKAMAS COUNTY
HOUSING AUTHORITY BOARD
CLACKAMAS COUNTY, OREGON**

In the Matter of Writing off
Uncollectible Accounts for the
Third Quarter of Fiscal Year 2022



Board Order # 1961
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This matter coming regularly before the Housing Authority Board of Clackamas County, and it appearing that; as a best practice, the Housing Authority of Clackamas County writes off debts after 90 days of collection efforts; and

Whereas, there are uncollectible amounts of \$2,139.27 for Low Rent Public Housing and \$1,757.29 for Local Project Fund in Accounts Receivable for the third quarter of fiscal year 2022; and

Whereas, of the total uncollectible debt, \$1,290.56 was for uncollected rent payments and \$2,606.00 was for unit maintenance repairs charged to tenants; and

Whereas, former residents in Public Housing that have had debts that are written off continue to be tracked and are reported to a Federal Government database that prohibits their participation in any other Public Housing Program nationally until such debt is paid; and

Whereas, the full amount of uncollectable debt for the Housing Authority in the third quarter of fiscal year 2022 will be \$3,896.56; and

It further appearing that, it is in the best interest of the Housing Authority of Clackamas County to transfer \$3,896.56 in uncollectable debts from Accounts Receivable to Collections Loss for the third quarter of fiscal year 2022.

NOW, THEREFORE, IT IS HEREBY ORDERED that the Housing Authority of Clackamas County to approve the transfer of \$3,896.56 of uncollectable debt from Accounts Receivable to Collections Loss for the third quarter of fiscal year 2022.

DATED this _____ day of _____, 2022

**CLACKAMAS COUNTY
HOUSING AUTHORITY BOARD**

Chair

Recording Secretary

LRPH Collection Loss for the period of

1/1/2022

to

3/31/2022

Third Quarter of Fiscal Year 2022

Unit #	SS #	Name	Rent	Sundry	Total
			-	258.18	\$ 258.18
			-	357.39	\$ 357.39
			(125.40)	1,649.10	\$ 1,523.70
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Write-off			(125.40)	2,264.67	\$ 2,139.27

Betty McKee
Accounting Specialist 1 - Betty McKee

Angela Brink
Interim Deputy Director of Finance - Angela Brink

Toni Karter
Interim Executive Director - Toni Karter

LPP Collection Loss for the period of 1/1/2022 to 3/31/2022
Third Quarter of Fiscal Year 2022

DO NOT INCLUDE UNIT NO.'S/ SS#'S/OR NAMES ON COPY SENT WITH BBC LETTER

Unit #	SS #	Name	Rent	Sundry	Total
			1,415.96	341.33	\$ 1,757.29
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Write-off			1,415.96	341.33	\$ 1,757.29

Betty McKeever
Accounting Specialist 1 - Betty McKeever

Angela Brink
Interim Deputy Director of Finance - Angela Brink

Toni Karter
Interim Executive Director - Toni Karter