


CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

DATE: March 18, 2019

TO: Chair of the Board of Review
Office of the Controller

ATTN: Shane Min
Sr. Management Analyst II

FROM: Ly Lam 
Sr. Management Analyst II
Department of City Planning

SUBJECT: WRITE-OFF REQUEST FOR UNCOLLECTIBLE ACCOUNTS
ABOVE \$5,000

Attached please find a listing of delinquent accounts with above \$5,000 in balances being submitted for write-off consideration. These accounts are associated with full cost recovery cases and have been evaluated based on the following criteria as set forth in Section 6.2 of the Citywide Guidelines to Maximize Revenue Collection:

- All reasonable collection efforts have been exhausted (all referred to collection agency)
- The amount is uncollectible (all returned from collection agency)
- The applicable statute of limitations for collection of debt has expired
- The debtor cannot be located or discharge of bankruptcy has occurred
- The write-off will not prejudice the position of the City

In compliance with Section 11.04 of the Los Angeles Municipal Code, the Department is requesting authorization from the Collections Board of Review to remove a total of \$13,018.21 (6 invoices) from the account receivables of the City Planning Department.

Should you require additional information, please contact Michelle Chan at (213) 978-1285.

LL:mc:rd

Attachments

BOARD OF REVIEW WRITE-OFF REQUEST

UNCOLLECTIBLE CUSTOMER ACCOUNTS EQUAL TO AND ABOVE \$5,000

Doc Dept	Billing Profile	Customer Name	Customer Number	Invoice Number	Case Number	Record Date	Invoice Due Date	Total A/R	Write-Off Justification	
68	6803	ENADIA VILLAGE & MONTAGE DEV. INC.	VC0000004644	XPD13000888	APCSV-2012-1013	02/13/13	03/15/13	636.06	Returned from Collections - Statute of Limitations Passed	
68	6803	ENADIA VILLAGE & MONTAGE DEV. INC.	VC0000004644	XPD13001028	APCSV-2012-1013	03/20/13	04/19/13	277.59	Returned from Collections - Statute of Limitations Passed	
68	6803	ENADIA VILLAGE & MONTAGE DEV. INC.	VC0000004644	XPD13001175	APCSV-2012-1013	04/18/13	05/18/13	2,753.61	Returned from Collections - Statute of Limitations Passed	
68	6803	ENADIA VILLAGE & MONTAGE DEV. INC.	VC0000004644	XPD13001303	APCSV-2012-1013	05/15/13	06/14/13	1,426.98	Returned from Collections - Statute of Limitations Passed	
68	6803	ENADIA VILLAGE & MONTAGE DEV. INC.	VC0000004644	XPD13001444	APCSV-2012-1013	06/26/13	07/26/13	462.61	Returned from Collections - Statute of Limitations Passed	
		ENADIA VILLAGE & MONTAGE DEV. INC.						Totals		
								\$ 5,557.75		
68	6803	JEREMY PAIGE	1000517194	XPD11030063	VTT-70653	05/03/11	06/07/11	7,460.46	Returned from Collections - Statute of Limitations Passed	
		JEREMY PAIGE						Totals		
								\$ 7,460.46		
									Returned from Coll-Stat. of Limitations Passed	
								13,018.21		
								(6)		
								\$ 13,018.21	Returned from Collections - Statute of Limitations Passed	
TOTAL UNCOLLECTIBLE ACCOUNTS EQUAL TO AND OVER \$5,000								(6)	\$ 13,018.21	

Management Approval to submit \$13,018.21 in various invoices for Write-off:



 Ly Lam, Sr. Management Analyst II

3/19/19

 Date