

**REPORT/RECOMMENDATION TO THE BOARD OF GOVERNORS
OF THE HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO
AND RECORD OF ACTION**

August 20, 2019

FROM

MARIA RAZO, Executive Director, Housing Authority of the County of San Bernardino

SUBJECT

Vacated Tenant Accounts for the Affordable Housing Program to be Written Off to Collection Loss for June 2019

RECOMMENDATION(S)

Approve vacated tenant accounts for June 2019 for the Affordable Housing Program to be written off to collection loss.

(Presenter: Maria Razo, Executive Director, 332-3605)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Operate in a Fiscally-Responsible and Business-Like Manner.

FINANCIAL IMPACT

This item does not impact Discretionary General Funding (Net County Cost). The accounts receivable losses for the month ending June 30, 2019 are summarized below by management point in which \$3,354 are recommended for write off. The individual accounts are itemized on the attached worksheets. The agency has made all reasonable efforts to collect the debts listed herein and has determined that such debts are uncollectible. The Housing Authority of the County of San Bernardino (HACSB) projects and anticipates these collection losses in their annual budget process and these monthly loss are in line with budgeted losses.

BACKGROUND INFORMATION

On a monthly basis, HACSB records vacated tenant accounts for the Affordable Housing (Public Housing) Program for the purpose of being written off to collection losses. These reports are summarized by the agency's properties, also known as management points and must be received and approved by HACSB Board of Governors (Board). Despite the agency reasonable efforts to collect the debts listed in the attached reports, it has been determined that such debts are uncollectible. However, collection efforts will continue with the agency's contracted collection agency. In accordance with Public and Indian Housing Low-Rent Technical Accounting Guidebook 7510.1, Section IV-82 – Chart of Accounts, number 4570 Collection Losses, the Board approval is required to write off these accounts as accounts receivable losses to the Affordable Housing/Public Housing Program. The total write off for the month of June 2019 is \$3,354 as delineated in the table below.

SUMMARY PER MANAGEMENT POINT June-19

**Vacated Tenant Accounts for the Affordable Housing Program to be
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MGMT. POINT	NO.OF VACATED ACCOUNTS	TOTAL
02-San Bernardino (Waterman Gardens)	0	\$ -
03-San Bernardino (Maplewood Homes)	1	\$1,826.00
04-Upland	0	\$ -
05-Redlands (Lugonia)	0	\$ -
06-Colton/Chino (Ontario/Rancho Cucamonga/Montclair)	2	\$1,528.00
07-High Desert/Barstow	0	\$ -
TOTAL	3	\$3,354.00

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by Legal Counsel (Julie J. Surber, Principal Assistant County Counsel, 387-5455) on August 12, 2019; Finance (Kathleen Gonzalez, Administrative Analyst, 387-5412) on August 12, 2019 and Finance and Administration (Matthew Erickson, County Chief Financial Officer, 387-4599) on August 12, 2019.


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Record of Action of the Board of Governors
Housing Authority of the County of San Bernardino

APPROVED (CONSENT CALENDAR)

Moved: Josie Gonzales Seconded: Sylvia Miller
Ayes: Josie Gonzales, Curt Hagman, Sylvia Miller, Jessie Muñoz, Dawn Rowe, Janice
Rutherford
Absent: Robert A. Lovingood

Lynna Monell, SECRETARY

BY 
DATED: August 20, 2019



cc: File - JPA/Housing Authority of the County of San Bernardino w/
 attachment
jll 08/22/2019