

THE TOWN OF FORT FRANCES



FORT FRANCES, ONTARIO
CANADA

MEMORANDUM

Date: March 8, 2019
To: Dawn Galusha, Treasurer, CPA
From: Heather Hatch, Tax Administrator
RE: **Doubtful Accounts**

Requesting approval to write off the following accounts:

1. Nicole Gray (A/R Customer GRAYN0001) - \$229.94 outstanding:
 - a. Original Invoice #1663 (\$438.00) issued August 2017 Daycare. Deposit of \$266.28 put against invoice, leaving \$171.72 outstanding. Sent to Collection Agency July 17, 2018 with "0" payment received, has now been suspended by the Collection Agency.
 1. Current outstanding balance of \$229.94.
2. Naomi Sutton (A/R Customer SUTTO0001) - \$89.10 outstanding:
 - a. Original Invoice #2053 (\$75.00) issued October 2017 for Daycare. Nothing paid, therefore sent to Collection Agency July 17, 2018 with "0" payment received., has now been suspended by the Collection Agency/
 1. Current outstanding balance of \$89.10

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Server Date: 2019-03-08

Town of Fort Frances
TRANSACTION BY CUSTOMER INQUIRY REPORT
Receivables Management

Page: 1
User ID: hhatch

Customer ID: SUTTO0001

SUTTON NAOMI

Language: From: To:
Document Number First Last
Document Date First Last

Sorted By: Document Number

Include: Open

Voided

Origin	Type	Document Number	Cheque Number	Due Date	Audit Trail Code	Batch ID	Currency ID
Doc Date	Description	Discount Amount	Writeoff Amount	Document Amount	Amount Remaining		
Open	SLS	IVC0000002053		2017-12-10	INVCE00000174	HH11102017DAYC	
2017-11-10	IVC0000002053	\$0.00	\$0.00	\$75.00	\$75.00		
Open	FIN	FCHRG00000000673		2018-01-02	RMSLS00000084	RM FIN CHG10000	
2018-01-02	Jan. 2018 Finance Charge	\$0.00	\$0.00	\$0.94	\$0.94		
Open	FIN	FCHRG00000000717		2018-02-01	RMSLS00000085	RM FIN CHG10000	
2018-02-01	Feb. 2018 Finance Charge	\$0.00	\$0.00	\$0.94	\$0.94		
Open	FIN	FCHRG00000000767		2018-03-02	RMSLS00000091	RM FIN CHG10000	
2018-03-02	Mar. 2018 Finance Charge	\$0.00	\$0.00	\$0.94	\$0.94		
Open	FIN	FCHRG00000000821		2018-04-02	RMSLS00000097	RM FIN CHG10000	
2018-04-02	Apr. 2018 Finance Charge	\$0.00	\$0.00	\$0.94	\$0.94		
Open	FIN	FCHRG00000000867		2018-05-01	RMSLS00000102	RM FIN CHG10000	
2018-05-01	May 2018 Finance Charge	\$0.00	\$0.00	\$0.94	\$0.94		
Open	FIN	FCHRG00000000889		2018-06-01	RMSLS00000112	RM FIN CHG10000	
2018-06-01	June 2018 Finance Charge	\$0.00	\$0.00	\$0.94	\$0.94		
Open	FIN	FCHRG00000000924		2018-07-03	RMSLS00000119	RM FIN CHG10000	
2018-07-03	July 2018 Finance Charge	\$0.00	\$0.00	\$0.94	\$0.94		
Open	FIN	FCHRG00000000967		2018-08-01	RMSLS00000132	RM FIN CHG10000	
2018-08-01	Aug. 2018 Finance Charge	\$0.00	\$0.00	\$0.94	\$0.94		
Open	FIN	FCHRG00000001034		2018-09-04	RMSLS00000150	RM FIN CHG10000	
2018-09-04	Sep. 2018 Finance Charge	\$0.00	\$0.00	\$0.94	\$0.94		
Open	FIN	FCHRG00000001095		2018-10-01	RMSLS00000165	RM FIN CHG10000	
2018-10-01	Oct. 2018 Finance Charge	\$0.00	\$0.00	\$0.94	\$0.94		
Open	FIN	FCHRG00000001163		2018-11-01	RMSLS00000182	RM FIN CHG10000	
2018-11-01	Nov. 2018 Finance Charge	\$0.00	\$0.00	\$0.94	\$0.94		
Open	FIN	FCHRG00000001237		2018-12-03	RMSLS00000192	RM FIN CHG10000	
2018-12-03	Dec. 2018 Finance Charge	\$0.00	\$0.00	\$0.94	\$0.94		
Open	FIN	FCHRG00000001288		2019-01-02	RMSLS00000203	RM FIN CHG10000	
2019-01-02	Jan. 2019 Finance Charge	\$0.00	\$0.00	\$0.94	\$0.94		
Open	FIN	FCHRG00000001331		2019-02-04	RMSLS00000219	RM FIN CHG10000	
2019-02-04	Feb. 2019 Finance Charge	\$0.00	\$0.00	\$0.94	\$0.94		
Open	FIN	FCHRG00000001376		2019-03-01	RMSLS00000230	RM FIN CHG10000	
2019-03-01	Mar. 2019 Finance Charge	\$0.00	\$0.00	\$0.94	\$0.94		

Total Documents: 16

Totals: \$89.10 \$89.10

- to Collection Agency - July 17/18
- pymts - "0"

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Town of Fort Frances
TRANSACTION BY CUSTOMER INQUIRY REPORT
Receivables Management

Page: 2
User ID: hhatch

Customer ID: GRAYN0001

GRAY NICOLE

* Voided

Origin	Type	Document Number	Cheque Number	Due Date	Audit Trail Code	Batch ID	Currency ID
Doc Date		Description		Discount Amount	Writeoff Amount	Document Amount	Amount Remaining
Open	FIN	FCHRG000000001308		2019-02-04	RMSLS00000219	RM FIN CHG10000	
2019-02-04		Feb. 2019 Finance Charge		\$0.00	\$0.00	\$2.15	\$2.15
Open	FIN	FCHRG000000001353		2019-03-01	RMSLS00000230	RM FIN CHG10000	
2019-03-01		Mar. 2019 Finance Charge		\$0.00	\$0.00	\$2.15	\$2.15
Total Documents: 19						Totals:	\$496.22 \$229.94

- to Collection Agency - July 17/18
- payments - "0"

Customer ID: GRAYN0001 GRAY NICOLE

Ranges: From: To:
Document Number First Last
Document Date First Last

Sorted By: Document Number Include: Open

* Voided

Origin	Type	Document Number	Cheque Number	Due Date	Audit Trail Code	Batch ID	Currency ID
Doc Date	Description	Discount Amount	Writeoff Amount	Document Amount	Amount Remaining		
Open	SLS	IVC0000001663		2017-10-20	INVCE00000140	CB09202017DAYC	
2017-09-20	IVC0000001663	\$0.00	\$0.00	\$438.00		\$171.72	
Open	FIN	FCHRG000000000441		2017-10-03	RMSLS000000055	RM FIN CHG10000	
2017-10-03	Oct. 2017 Finance Charge	\$0.00	\$0.00	\$1.67		\$1.67	
Open	FIN	FCHRG000000000488		2017-11-02	RMSLS000000064	RM FIN CHG10000	
2017-11-02	Nov. 2017 Finance Charge	\$0.00	\$0.00	\$7.15		\$7.15	
Open	FIN	FCHRG000000000533		2017-12-04	RMSLS000000070	RM FIN CHG10000	
2017-12-04	Dec. 2017 Finance Charge	\$0.00	\$0.00	\$7.15		\$7.15	
Open	FIN	FCHRG000000000663		2018-01-02	RMSLS000000084	RM FIN CHG10000	
2018-01-02	Jan. 2018 Finance Charge	\$0.00	\$0.00	\$7.15		\$7.15	
Open	FIN	FCHRG000000000700		2018-02-01	RMSLS000000085	RM FIN CHG10000	
2018-02-01	Feb. 2018 Finance Charge	\$0.00	\$0.00	\$7.15		\$7.15	
Open	FIN	FCHRG000000000747		2018-03-02	RMSLS000000091	RM FIN CHG10000	
2018-03-02	Mar. 2018 Finance Charge	\$0.00	\$0.00	\$2.15		\$2.15	
Open	FIN	FCHRG000000000797		2018-04-02	RMSLS000000097	RM FIN CHG10000	
2018-04-02	Apr. 2018 Finance Charge	\$0.00	\$0.00	\$2.15		\$2.15	
Open	FIN	FCHRG000000000852		2018-05-01	RMSLS000000102	RM FIN CHG10000	
2018-05-01	May 2018 Finance Charge	\$0.00	\$0.00	\$2.15		\$2.15	
Open	FIN	FCHRG000000000879		2018-06-01	RMSLS000000112	RM FIN CHG10000	
2018-06-01	June 2018 Finance Charge	\$0.00	\$0.00	\$2.15		\$2.15	
Open	FIN	FCHRG000000000907		2018-07-03	RMSLS000000119	RM FIN CHG10000	
2018-07-03	July 2018 Finance Charge	\$0.00	\$0.00	\$2.15		\$2.15	
Open	FIN	FCHRG000000000946		2018-08-01	RMSLS000000132	RM FIN CHG10000	
2018-08-01	Aug. 2018 Finance Charge	\$0.00	\$0.00	\$2.15		\$2.15	
Open	FIN	FCHRG000000001010		2018-09-04	RMSLS000000150	RM FIN CHG10000	
2018-09-04	Sep. 2018 Finance Charge	\$0.00	\$0.00	\$2.15		\$2.15	
Open	FIN	FCHRG000000001076		2018-10-01	RMSLS000000165	RM FIN CHG10000	
2018-10-01	Oct. 2018 Finance Charge	\$0.00	\$0.00	\$2.15		\$2.15	
Open	FIN	FCHRG000000001140		2018-11-01	RMSLS000000182	RM FIN CHG10000	
2018-11-01	Nov. 2018 Finance Charge	\$0.00	\$0.00	\$2.15		\$2.15	
Open	FIN	FCHRG000000001213		2018-12-03	RMSLS000000192	RM FIN CHG10000	
2018-12-03	Dec. 2018 Finance Charge	\$0.00	\$0.00	\$2.15		\$2.15	
Open	FIN	FCHRG000000001259		2019-01-02	RMSLS000000203	RM FIN CHG10000	
2019-01-02	Jan. 2019 Finance Charge	\$0.00	\$0.00	\$2.15		\$2.15	