



**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2020/07**

**TO:** Mayor Caul & Council Members

**FROM:** Dawn Galusha, Treasurer

**DATE:** February 5, 2020

**SUBJECT:** Accounts Receivable Bad Debts Write-Off Request

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**BACKGROUND**

There are currently two (2) bad debts in totaling \$5,441.50 in Accounts Receivable that have been sent to collections, but we do not anticipate seeing further payments. Please consider writing off these bad debts for December 31, 2019.

**RECOMMENDATION**

Administration & Finance Executive Committee recommends the write-off of accounts receivable in the amount of \$5,441.50.

Council Approval of This Report Will Agree to the recommendation of the Administration and Finance Executive Committee to approve the write-off of accounts receivable in the amount of \$5,441.50.
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