



**Berkeley Housing Authority**

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Office of the Executive Director

Item 8D

NEW BUSINESS

June 28, 2011

To: Honorable Chairperson and  
Members of the Housing Authority Board

From: Tia M. Ingram, Executive Director

Subject: Approving a resolution authorizing the Executive Director to write-off \$3,927.13 debts arising from the Low Income Public Housing Program that have been declared "uncollectible."

RECOMMENDATION

Approve a resolution authorizing the Executive Director to write-off \$3,927.13 debts arising from the Low Income Public Housing Program that have been declared "uncollectible."

BACKGROUND

On May 13, 2010, the Board approved a revised Write-Off Policy that sets forth the collection activities to be taken prior to writing-off the account. Last year we had fifteen accounts in collection status. Our Property Manager and Accountant have worked in concert this past year to bring the accounts current, or at minimum, have residents begin making regular payments.

The \$3,927.13 proposed for write off represents debts owed by four households (*rounded*: \$1,950, \$1,803, \$132 and \$42) that vacated the unit without prior notice, and without making payment. Staff collection efforts continued after termination of tenancy, and each account has been assigned to an agency for collection.

Given the source and/or amount of income reported by the households at the time of termination, it is unlikely the debts can be collected. We have however reported the debts in HUD's "Bad Debt" system; should any of the families apply for rental assistance from any Housing Authority in the Country, the debt will be on record, and satisfaction of the debt will be required before assistance is granted.

FINANCIAL IMPACTS OF RECOMMENDATION

Reduces book value of revenue to BHA by \$3,927.13, and reflects a truer value of BHA assets.

CONTACT PERSON

David Solis, Property Manager, 951-5484  
Jesy Yturralde, Finance Manager, 981-5488  
Tia M. Ingram, Executive Director, 981-5471

Attachments:

1. Resolution
2. Confidential List of Accounts to be dismissed (Exhibit A)

BERKELEY HOUSING AUTHORITY  
RESOLUTION NO. 11-\_\_\_\_\_

AUTHORIZING STAFF TO WRITE-OFF THE TENANT ACCOUNT RECEIVABLE BALANCES OF FOUR FORMER BERKELEY HOUSING AUTHORITY TENANTS IN THE LOW INCOME PUBLIC HOUSING PROGRAM (LIPH) AND RENTAL HOUSING AND CONSTRUCTION PROGRAM (RHCP) AMOUNTING TO \$3,927.13

WHEREAS, the financial records of the Berkeley Housing Authority include tenant account receivable records for families with debts to the Authority; and

WHEREAS, BHA is required to maintain documentation in support of any charges assessed against a family; and

WHEREAS, the four accounts recommended to be written-off are listed and identified in Exhibit A; and

WHEREAS, reasonable efforts were made to collect the debt from the families while in tenancy; and

WHEREAS, the families are no longer participants in the Berkeley Housing Authority Low Income Public Housing Program; and

WHEREAS, the debts are reported in HUD's Bad Debt system, available to every Housing Authority in the Country; and

WHEREAS, BHA stands to collect the debt should the family seek to receive rental assistance from another Public Housing Authority in the future.

NOW, THEREFORE, BE IT RESOLVED by the Board of the Berkeley Housing Authority, that the accounts listed on Exhibit A, attached hereto and incorporated by reference are written-off.

The foregoing was adopted by the Board of the Berkeley Housing Authority on June 28, 2011 by the following vote:

Ayes:

Abstain:

Absent:

Attest: \_\_\_\_\_  
Tia M. Ingram, Secretary

EXHIBIT A

1. FR1062	\$ 1,950.12
2. FR0380	\$ 1,802.64
3. VI 0825	\$ 132.12
4. DW7776	<u>\$ 42.25</u>
Total	<u>\$ 3,927.13</u>