



CITY OF GILLETTE

Finance - Customer Service

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DEPARTMENT OF FINANCE CUSTOMER SERVICE DIVISION

September 1, 2016

To: Tom Pitlick, Finance Director
Kris Jones, Utility Services Manager

From: Chris Aaberg, Credit Manager

Re: Bad Debt Write-offs

Attached is a list of the closed accounts that are deemed to be un-collectable. The accounts are from June, 2008 to July 2009. Per statute an account that has had no activity for seven years is deemed un-collectable and therefore eligible for write off. In addition, any account listed in a declaration of bankruptcy is deemed un-collectible. Each account has been researched prior to being eligible for write off.

The amount to be written off is \$28,963.77 of which 16% is due to bankruptcy, and 84% is due to statute of limitations expiring, and therefore uncollectable. The last write off was in June of 2015 in the amount of \$17,707.38. Write off amounts will differ due to number of factors and will fluctuate each year.