



## **ACCOUNTS RECEIVABLE – 2021 BAD DEBT WRITE-OFF**

### **Issue**

Council authorization is required to write-off the invoices numbered IVC00180268, IVC00180675, and IVC00187227 covering October to December 2021 lease costs for Natural High Fitness.

### **Motion Proposed by Administration**

That the Trade Accounts Receivable invoices IVC00180268, IVC00180675 and IVC00187227 issued to Natural High Fitness from October to December 2021 totalling \$26,117.45, be written-off as bad debt expense.

### **Report, Analysis and Financial Implications**

Administrative procedures require Council approval to write-off balances higher than \$5,000 for Trade Account Receivables. This amount was included in the 2021 Financial Statements as an allowance for doubtful accounts. This approval will recognize the bad debt expense and be offset by the allowance for doubtful accounts.

### **Strategic Plan Goals**

<input type="checkbox"/>	Manage Community Growth	<input checked="" type="checkbox"/>	Provide Strong Governance
<input checked="" type="checkbox"/>	Provide Quality Community Infrastructure	<input type="checkbox"/>	Healthy and Safe Community
<input type="checkbox"/>	Enhance Organizational Excellence	<input checked="" type="checkbox"/>	Foster Economic Vitality
		<input type="checkbox"/>	Promote Environmental Excellence

### **Governing Policies/Bylaws/Legislation or Agreements**

n/a

### **Public Participation Strategy**

n/a

### **Alternatives for Consideration**

n/a

### **CAO Comments**

Council has retained authority for Administration to write-off expenses over \$5,000. Council approval is required to authorize this write-off in the amount of \$26,117.45.

### **Attachment(s)**

n/a

Prepared by:  
Ralph Ettenauer  
Chief Financial Officer  
April 19, 2022