

LOS ANGELES FIRE DEPARTMENT



MAY 20 2008

DOUGLAS L. BARRY
FIRE CHIEF



May 12, 2008

BOARD OF FIRE COMMISSIONERS
FILE NO. 08-076

TO: Board of Fire Commissioners

FROM: Douglas L. Barry, Fire Chief *DLB*

SUBJECT: **WRITE-OFF OF UNCOLLECTIBLE LAFD CHARGES FOR SERVICES OF
FIRE SAFETY OFFICERS & CUPA FOR FISCAL YEARS 1998 / 2006 VALUED
OVER \$1,000.00**

FINAL ACTION:	<input type="checkbox"/> Approved	<input type="checkbox"/> Approved w/Corrections	<input type="checkbox"/> Withdrawn
	<input type="checkbox"/> Denied	<input type="checkbox"/> Received & Filed	<input type="checkbox"/> Other

Recommendations: That the Board:

Authorize the Fire Chief to refer to the Board of Review any or all pertinent documentation regarding \$2,638.50 in uncollectible accounts for write-off authority. This recommendation is based on the findings, listed below.

Findings:

1. The Los Angeles Municipal Code Section 11.04 (Ch. 1, Art. 1) provides that any Board, Commission, or Head of a Department may prepare a report setting forth findings regarding the status of unpaid accounts. This report may then be submitted to the Board of Review for appropriate actions.
2. All accounts have been submitted to the Office of Finance for collection and were determined to be uncollectible for reasons indicated on the list.
3. Three or more invoices were sent in addition to the original invoice. Accounts originating Fiscal Years 1998 / 2006 are now past the statute of limitations, therefore the Department has no legal means of collecting these balances. The Department's resources will be more efficiently utilized on all recent outstanding accounts.
4. The staff of Accounting Services along with the recommendation by the Office of Finance determined that the attached list of unpaid accounts amounting to \$2,638.50 should be written-off. These accounts are for Fiscal Years 1998 / 2006 (refer to attachment A for details).

Conclusion:

In view of the above findings, it is appropriate that these uncollectible accounts for Fiscal Years 1996 / 2006 be referred to the Board of Review in compliance with the Los Angeles Municipal Code.

Upon your Board's approval, Board of Review and Council consideration/approval will be initiated.

Board report prepared by Isela Iniguez, Secretary, Bureau of Administrative Services.

ii:Board Report Greater than \$1000.00

Attachment

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COMMISSIONERS**

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MAYOR

FIRE DEPARTMENT

—
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May 6, 2008

Louis J. Benjamin, Chairperson
Board of Review
Office of the Controller
Room 300, City Hall East

Dear Chairperson Benjamin:

WRITE-OFF OF UNCOLLECTIBLE LAFD CHARGES FOR SERVICES
OF FIRE SAFETY OFFICERS AND CUPA FOR FISCAL YEARS 1998 / 2006
VALUED OVER \$1,000.00

BACKGROUND

Los Angeles Administrative Code, Chapter 11, Article 1, Section 5.183, provides that the Fire Chief of the Los Angeles Fire Department (LAFD) shall review the status of uncollectible accounts to determine whether they are collectible. He shall refer those accounts determined to be uncollectible to the Board of Review in accordance with the Los Angeles Municipal Code, Article 1, Section 11.04, for appropriate action. The removal of these unpaid accounts from the current Fire Safety Officers and CUPA accounts shall not preclude the City from collecting any sum that later proves to be collectible.

RECOMMENDATIONS

It is recommended that the Honorable Board of Review approve the write-off of \$2,638.50 in uncollected Fire Safety Officers and CUPA accounts for Fiscal Years 1998 / 2006. The removal of this unpaid account shall not preclude the City from collecting any sum that later proves to be collectible.

FINDINGS:

1. The Los Angeles Administrative Code, Chapter 11, Article 1, Section 5.183 provides that the Fire Chief of the Fire Department shall review the status of unpaid accounts to determine whether they are collectible.

Board of Review
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He shall refer those accounts determined to be uncollectible to the Board of Review in accordance with the Los Angeles Municipal Code, Article 1, Section 11.04, for appropriate action.

2. All accounts have been submitted to the Office of Finance for collection and were determined to be uncollectible for reasons indicated on the list.
3. In addition, three or more invoices were sent in addition to the original invoice. Accounts originated Fiscal Years 1998 / 2006 are now past the statute of limitations, therefore the Department has no legal means of collecting these balances. The Department's resources will be more efficiently utilized on all recent outstanding accounts.
4. The staff of Accounting Services along with the recommendation by the Office of Finance determined that the unpaid account amounting in \$2,638.50 should be written-off. Accounts are for Fiscal Years 1998 / 2006 (refer to attachment A for details).
5. Writing off this account would be consistent with General Accepted Accounting Principles. This is also consistent with existing City policy to reflect the accurate status of accounts in the City's financial statement so not to overstate the revenue.

If you require additional information, please contact Accountant II Emma Pangilinan at (213) 978-3452.

Very truly yours,

A handwritten signature in dark ink, appearing to read "Douglas L. Barry". The signature is fluid and cursive, with a prominent "D" and "B".

DOUGLAS L. BARRY
Fire Chief

DLB:ii

ATTACHMENT A

LOS ANGELES FIRE DEPARTMENT

Uncollectible / For Write-off by the City Attorney's Office
Individual Invoices > \$1,000
Recap by Fiscal Year

Fiscal Year	Revenue Fire Safety Officer	Revenue CUPA	Total
1998	1,480.50		1,480.50
2006		1,158.00	1,158.00
		-	-
	1,480.50	1,158.00	2,638.50

Los Angeles Fire Department

Schedule of Accounts Referred to Board of Review

Individual Invoice over \$1,000

Revenue Source Code	Invoice #	Invoice Date	Customer Name	Invoice Amount	Uncollectible Code	Remarks
3883	FS000001826	5/29/1998	CAPITOL TENT INC	\$1,480.50	8	LEGAL JUDGEMENT EXPIRED
Summary for 'Revenue Source Code' = 3883 (1 detail record)						
Sum				\$1,480.50		
3898	IN0114428	8/27/2005	FASTIRES	\$1,158.00	8	BANKRUPTCY
Summary for 'Revenue Source Code' = 3898 (1 detail record)						
Sum				\$1,158.00		
Grand Total				\$2,638.50		