

RESOLUTION 2021 - 09
A RESOLUTION AUTHORIZING WRITING OFF INSUFICIENT FUNDS
AND ACCOUNTS RECEIVABLE

WHEREAS, the City receives numerous payments for the Community Center, Ambulance Service and the Liquor Store and the Rubble Site throughout the year within the established internal controls document;

WHEREAS, the Finance Officer develops the internal control practices for each department ensuring minimal risk of non-payment; and

WHEREAS, the four departments generate minimal insufficient funds or insufficient automated clearing house payments within a calendar year; and

WHEREAS, the City maintains accounts receivables for one previous calendar year for audit purposes; and,

WHEREAS, the City's Code Enforcement Division occasionally issues fines for violations which go uncollected due to deaths or property transfers; and,

WHEREAS, the City's Rally and Events Department occasionally is unable to fully collect all sponsorship or lease proceeds from agreed upon arrangements.

NOW THEREFORE, City Manager Daniel Ainslie or Mayor Mark Carstensen are hereby authorized to approve the accounting write off of insufficient payments to the Community Center, Ambulance Service, Liquor Store and the Rubble Site in an annual amount not to exceed \$1,500 for each department. Furthermore, accounts receivables for Code Enforcement and Rally and Events may be written off in the aforementioned instances. The write offs may not end further collection efforts. This authority is granted through the calendar year 2021.

Dated this 4th day of January 2021.

CITY OF STURGIS

Mayor Mark Carstensen

ATTEST:

Fay Bueno
City Finance Officer

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