

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: June 23, 2026

Item Details

Presenter(s): Jessica Hoffman, Director

Department(s): Budget and Performance Management

Requested Motion

Motion to approve Budget Ordinance Amendment No. 11 appropriating funds for utility debt write off (prior to 2020) and for the consolidation of the Law Enforcement Officer Special Separation Allowance Fund into the General Fund.

Approval Recommended?

Yes

Item Details

The Town's financial records as of 7/1/25 included balances for past-due utility balances that had been maintained in the Town's billing files for a period longer than 6 years. To increase data integrity during the software transition, the decision was made to not import \$401,714 in customer balances for customers who were both Inactive (ex; business closed, resident moved out of Apex) and had made no payments through 2020. Budget Ordinance Amendment No. 11 allocates \$118,300 to the Water Sewer Fund, \$249,380 to the Electric Fund, \$9,400 to the Stormwater Fund, and \$24,650 to the General Fund to recognize and write off uncollectible utility account balances that are no longer considered collectible. Writing off aged bad debt ensures utility fund balances and accounts receivable are accurately stated and reflects sound financial management practices. The write-off has been allocated among the utility funds based on the proportionate share attributable to each fund.

Budget Ordinance Amendment No. 11 closes the Law Enforcement Officer Special Separation Allowance Fund and allocates its remaining balance to the General Fund. The funds will remain restricted for Law Enforcement Officer Special Separation Allowance purposes; however, consolidating these resources within the General Fund will streamline financial reporting and fund administration.

Attachments

- CN9-A1: Budget Ordinance Amendment No. 11- Utility Debt Write Off (Prior to 2020) and Consolidation of Law Enforcement Special Separation Allowance Fund to General Fund

