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## MEMORANDUM

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**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**FROM:** ROBIN PIKAL, FINANCE DIRECTOR  
**CC:** JOSHUA TETZLAFF, CITY ADMINISTRATOR  
**SUBJECT:** 2024 PROPOSED WRITE-OFF'S  
**DATE:** DECEMBER 31, 2024

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At the end of the calendar/fiscal year, utility accounts that are no longer collectable are reviewed and presented to be expensed as a write-off. In 2024, the uncollectable amount is \$2,569.36.

SANITARY	STORM	TRASH	YD WST	TOTAL
\$1,995.71	\$568.51	\$4.77	\$0.31	\$2,569.36

### **Recommendation**

Staff recommends Council approve the write-off of \$2,569.36.