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MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
CC: JOSHUA TETZLAFF, CITY ADMINISTRATOR
FROM: ROBIN PIKAL, FINANCE DIRECTOR
SUBJECT: 2025 PROPOSED WRITE-OFF'S
DATE: DECEMBER 22, 2025

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 2025, the uncollectable amount is \$76.39. As an FYI, also included is the New Prague Utilities Electric and Water write-off's that were approved by the Utilities Commission on December 22nd for \$4,757.02.

| SANITARY | STORM | TRASH | YD WST | TOTAL |
|-----------------|--------------|--------------|---------------|--------------|
| \$68.23 | \$7.40 | \$0.30 | \$0.46 | \$76.39 |

Recommendation

Staff recommends Council approve the write-off of \$76.39.