

## Fire Department

Main Office 920-261-3610 Fire Chief Travis Teesch 920-206-4243

Executive Assistant Andrea Peters 920-206-4242

**MEMO** 

TO: Finance Committee

FROM: Andrea Peters

DATE: December 12, 2022

RE: Ambulance Billing Write Offs

Attached to this memo is a list of accounts that I am asking for approval to be written off. On all the accounts listed, I have exhausted all collections efforts. This list explains the reason each account is no longer collectable.

Writing off uncollectible debts is a normal business practice and is a requirement by the auditors.