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## BOARD OF DIRECTORS AGENDA REPORT

MEETING DATE: **MARCH 23, 2023** ITEM: **8A**

**SUBJECT:** **Review of and Vote on Whether or Not to Approve Write-Off of Past Due Amounts**

**DATE:** March 17, 2023

**FROM:** Michele Richards, CEO

**PRESENTATION BY:** Michele Richards, CEO

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*Action Item*

### BACKGROUND

California Government Code Section 13943.2 [Renumbered as 12438, effective June 27, 2016] authorizes the Board of Directors to discharge uncollectible accounts of five hundred dollars (\$500) or less once a debt is considered uncollectible.

Pursuant to the California Department of Food and Agriculture, Division of Fairs and Expositions Accounting Procedures Manual, Section 2.453, staff is requesting approval to write-off the following debts:

<b>Name</b>	<b>Event</b>	<b>Due Date</b>	<b>Invoice No.</b>	<b>Amount</b>
Advanstar Communications	Progressive IMS Outdoors Southern California 2021	12/26/2021	Inv-11992	\$ 40.77
Aiming Higher	2021 Junior Livestock Auction	7/14/2021	Inv-11301	\$ 130.00
Aliannah Bess	2021 Junior Livestock Auction	7/14/2021	Inv-11303	\$ 150.00
Auburn Bertuccini	2021 Junior Livestock Auction	7/14/2021	Inv-11316	\$ 50.00
Brianna de los Reyes	Kyle & Brianna Ohman Wedding Party	1/10/2020	Inv-10934	\$ 18.75
Christina Palumbo	2021 Junior Livestock Auction	7/14/2021	Inv-11334	\$ 10.00
Cipriano	2021 Junior Livestock Auction	7/14/2021	Inv-11337	\$ 20.00
Deborah & Mark Hayward	2019/2020 Winterfest - Camping	1/1/2020	Inv-10893	\$ 307.00
Elba Moreno	2021 Junior Livestock Auction	7/14/2021	Inv-11351	\$ 80.00
Erika Sanchez	2021 Junior Livestock Auction	7/14/2021	Inv-11357	\$ 20.00
Melody White	2021 Junior Livestock Auction	7/14/2021	Inv-11434	\$ 50.00
Sergio Picasso	Underdeduction – Employee Benefits	6/3/2021	Inv-11281	\$ 54.00
Telemundo	Towing Fees – 2021 Fair Opening Day	7/16/2021	Inv-11524	\$ 75.00

It should be noted that outstanding payments incur a late fee of 1.5% per month. Where applicable, staff is requesting approval to also write-off the late fees associated with the above-noted debts.

The Finance Department has made numerous attempts to collect on these items without success.

### **RECOMMENDATION**

Staff is recommending approval to write-off all past due amounts listed in this report.