



## **North Peace Housing Foundation**

6780-103 Ave Peace River, AB T8S 0B6  
Phone: (780) 624-2055 Fax (780) 624-2065

---

### **MEMORANDUM**

To: Board of Directors  
North Peace Housing Foundation

From: Clayton Bober  
Director of Finance

Subject: Doubtful Allowances and Write-Offs – 2020

---

I have attached the summary of accounts to be made doubtful and accounts for write-off for 2020.

These accounts to be made doubtful have all ended their tenancies within 2020 and leave with a balance outstanding to the Foundation. As per our policies, such accounts are to be recorded as an allowance for doubtful accounts for a period of one year before being written off the books. The accounts to be written off were made doubtful in prior years and are now due to be written off. While balances owed are written off the books, we continue to collect upon these debts should the opportunity present itself.

A change of methodology was introduced this year for determination of when an account is to be considered doubtful. In the past, all accounts that ended their tenancy in the calendar year were recorded as doubtful at year-end. This meant that some accounts could sit on the regular accounts receivable subledger for up to a year, while others perhaps never experiencing a delay in being made doubtful. The new methodology is to keep the accounts on the regular AR subledger for a minimum of six (6) months, and the bad debts recorded at the end of each quarter. These accounts would remain on the doubtful accounts subledger for their full year before write-off.

As a result of this methodology, we have recorded 13 accounts in Q3 and Q4 totaling \$17,410.76 of bad debt. We are writing \$40,504.76 off the books from 2019. As well, we received a recovery of \$200.00 from a past account that was previously written off.

**Recommendation:**

Move to accept the recommendations of administration to record \$17,410.76 of tenant debts in 2020 into a doubtful allowance and to write-off the balances of the previous doubtful tenant debts of \$40,504.76 as per the updated methodology and policy.

Clayton Bober  
*Director of Finance*

---

**Make Doubtful****2020 3rd Quarter (Tenancy ended before 03/31/2020)**

Control	Batch	Period	Date	Person	Property	Amount	Notes
93871	2080	09-2020	2020-09-30	(t0001249)	12100	281.72	In Doubt: Establish Doubtful Allowance
93874	2080	09-2020	2020-09-30	(t0001153)	12300	2,109.00	In Doubt: Establish Doubtful Allowance
93876	2080	09-2020	2020-09-30	(t0001306)	12600	702.00	In Doubt: Establish Doubtful Allowance
93878	2080	09-2020	2020-09-30	(t0001084)	00500	236.00	In Doubt: Establish Doubtful Allowance
93880	2080	09-2020	2020-09-30	(t0000436)	00500	1,850.00	In Doubt: Establish Doubtful Allowance
						5,178.72	

**Make Doubtful****2020 4th Quarter (Tenancy ended before 06/30/2020)**

Control	Batch	Period	Date	Person	Property	Amount	Notes
95162	2080	12-2020	2020-12-31	(t0001241)	02000	15.00	In Doubt: Establish Doubtful Allowance
95164	2080	12-2020	2020-12-31	(t0000955)	12100	1,017.55	In Doubt: Establish Doubtful Allowance
95166	2080	12-2020	2020-12-31	(t0001295)	12100	1,413.81	In Doubt: Establish Doubtful Allowance
95168	2080	12-2020	2020-12-31	(t0000086)	12300	4,229.11	In Doubt: Establish Doubtful Allowance
95170	2080	12-2020	2020-12-31	(t0000924)	12300	100.44	In Doubt: Establish Doubtful Allowance
95172	2080	12-2020	2020-12-31	(t0001030)	12600	4,425.88	In Doubt: Establish Doubtful Allowance
95174	2080	12-2020	2020-12-31	(t0001031)	13200	1,188.25	In Doubt: Establish Doubtful Allowance
95920	2119	12-2020	2020-12-31	(t0001153)	12300	-136.59	In Doubt: Adjustment to Doubtful Allowance
95931	2119	12-2020	2020-12-31	(t0001295)	12100	-21.41	In Doubt: Adjustment to Doubtful Allowance
						12,232.04	

**Write-Off****2020 4th Quarter (Recorded as Doubtful before 12/31/2019)**

Control	Batch	Period	Date	Person	Property	Amount	Notes
95189	2101	12-2020	2020-12-31	(t0001053)	00300	-523.00	In Doubt: Write-Off Balance Owing
95190	2101	12-2020	2020-12-31	(t0000097)	04000	-250.00	In Doubt: Write-Off Balance Owing
95191	2101	12-2020	2020-12-31	(t0000741)	07000	-1,440.00	In Doubt: Write-Off Balance Owing
95192	2101	12-2020	2020-12-31	(t0001103)	12100	-7,528.22	In Doubt: Write-Off Balance Owing
95193	2101	12-2020	2020-12-31	(t0001080)	12100	-1,403.91	In Doubt: Write-Off Balance Owing
95194	2101	12-2020	2020-12-31	(t0000002)	12100	-1,360.57	In Doubt: Write-Off Balance Owing
95195	2101	12-2020	2020-12-31	(t0001059)	12100	-2,725.63	In Doubt: Write-Off Balance Owing
95196	2101	12-2020	2020-12-31	(t0000679)	12100	-11.94	In Doubt: Write-Off Balance Owing
95197	2101	12-2020	2020-12-31	(t0001148)	12300	-1,112.73	In Doubt: Write-Off Balance Owing
95198	2101	12-2020	2020-12-31	(t0000889)	12300	-1,738.02	In Doubt: Write-Off Balance Owing
95199	2101	12-2020	2020-12-31	(t0000845)	12300	-2,154.79	In Doubt: Write-Off Balance Owing
95200	2101	12-2020	2020-12-31	(t0000683)	12600	-3,456.20	In Doubt: Write-Off Balance Owing
95201	2101	12-2020	2020-12-31	(t0000860)	12600	-4,735.29	In Doubt: Write-Off Balance Owing
95202	2101	12-2020	2020-12-31	(t0000564)	12700	-1,109.97	In Doubt: Write-Off Balance Owing
95203	2101	12-2020	2020-12-31	(t0000954)	13100	-3,241.23	In Doubt: Write-Off Balance Owing
95204	2101	12-2020	2020-12-31	(t0000841)	13100	-3,144.49	In Doubt: Write-Off Balance Owing
95205	2101	12-2020	2020-12-31	(t0001083)	13100	-2,676.38	In Doubt: Write-Off Balance Owing
95206	2101	12-2020	2020-12-31	(t0000255)	17500	-580.26	In Doubt: Write-Off Balance Owing
95207	2101	12-2020	2020-12-31	(t0000851)	17600	-1,312.13	In Doubt: Write-Off Balance Owing
						-40,504.76	

**Collections****Received in 2020**

Control	Batch	Period	Date	Person	Property	Amount	Notes
95131	2091	11-2020	2020-11-30	(t0000131)	12300	200.00	Collections: Settlement reached
						200.00	