

RESOLUTION NUMBER 2023-

A RESOLUTION ADOPTING A UNIFORM WRITE-OFF POLICY FOR ACCOUNTING PURPOSES IN SITUATIONS WHERE ALL REASONABLE EFFORTS HAVE BEEN MADE TO COLLECT THE DEBT AND WHERE THE PROBABILITY OF ACTUAL COLLECTION IS DOUBTFUL OR THE COST TAKING THE ACTIONS NECESSARY TO RECOVER THE DEBT IS GREATER THAN THE AMOUNT TO BE RECOVERED, PROVIDING FOR THE DESIGNATION OF HERNANDO COUNTY FIRE AND EMERGENCY SERVICES WRITE-OFF/COLLECTIONS COORDINATOR, AND ANNUAL REPORTING TO THE BOARD OF COUNTY COMMISSIONERS BY THE HERNANDO COUNTY FIRE CHIEF OR DESIGNEE REGARDING THE AMOUNTS WRITTEN OFF

WHEREAS, Hernando County Fire Rescue provides services to individuals and businesses and sets charges for these services; and

WHEREAS, some of these individuals and businesses fail to pay the amounts owed and the charges become delinquent; and

WHEREAS, Florida Law and County Ordinance prohibits the County to forgive debt unless compromising claims for reasons involving legal right to recovery; and

WHEREAS, it is desirable for accounting purposes to move receivables off the County's balance sheet where there is no reasonable chance of collection, and to provide for a uniform process of compromising claims where under the legal circumstances presented such compromises are allowed and in the County's best interest; and

WHEREAS, the Board of County Commissioners, sitting as the governing board of the Hernando County Fire and Emergency Services, hereby adopts a write-off policy for Hernando County Fire and Emergency Services and,

WHEREAS, The Board of County Commissioners wishes to have a uniform process in place to handle such accounting procedures and compromises and to delegate the management of this process to the Fire Chief, or designee, subject to reasonable reporting back to them; and

WHEREAS, the Hernando County Fire Chief, County Administrator and Clerk of the Circuit Court Finance Department have recommended a write-off policy:

NOW, THEREFORE, BE IT RESOLVED BY THE HERNANDO COUNTY BOARD OF COUNTY COMMISSIONERS AS FOLLOWS:

The Hernando County Board of County Commissioners does hereby adopt the following policy and procedure for Hernando County Fire and Emergency Services accounts deemed as uncollectible through the following processes:

1. The Fire Chief, or designee, for accounting purposes, may write-off those claims not exceeding \$5,000.00 per account, where upon consultation with the County Attorney it appears that the legal basis for recovery is not certain or under the circumstances of the case there are insufficient assets to pay the claim and due to the legal situation, there will not be sufficient assets to pay the amount owed in the future.
2. Write-offs will be submitted for approval after all collection efforts have been exhausted. Part of this process includes leaving the receivables on the books for a period of time of no less than 180 days before presenting to the Fire Chief, or designee, for write-off. The write-off amounts and account information will be retained in collections for an indefinite period for bad debt recovery in the event the account holder returns but will not be included in the outstanding accounts receivable balance.

- a. Collection efforts are as follows:
 1. Final Billing
 2. Second Billing (20 days later)
 3. Third and Final notice (20 days later)
 4. Notice of Legal action if balance is greater than \$1,000.00

3. The above represents a minimum time frame; therefore, each account may be handled according to its own circumstances.

4. The Fire Chief will designate a Write-off/Collections Coordinator.

5. The Write-off/Collections Coordinator will review and collate collection information, related account history and collection efforts information and prepare the related approval request memo and documentation incorporating the totals of each receivable account deemed uncollectible to include any additional fees such as penalties and late fees.

6. The completed write-off documentation will be forwarded to the Fire Chief, or designee, for review and approval. In the case of any one receivable account exceeding \$5,000.00, the request and documentation shall be placed on the Board's meeting agenda for approval. Otherwise, the Fire Chief, or designee, shall report to the Board the amount of the write-offs approved under this resolution for each period. Such reports, if necessary, shall be made at the first available Board meeting in July and January of each year.

7. Once Board approval has been obtained, items requiring an accounting adjustment with related back up will be posted in the accounts receivable system.

EFFECTIVE DATE This Resolution shall take effect upon adoption with rates implemented on August 1, 2023.

RESOLVED BY THE HERNANDO COUNTY BOARD OF COUNTY COMMISSIONERS this 11th day of July 2023.

BOARD OF COUNTY COMMISSIONERS
HERNANDO COUNTY, FLORIDA

Attest: _____

Douglas A. Chorvat, Jr.
Clerk of the Court

By: _____

John Allocco
Chairman

Approved for Form and Legal Sufficiency



County Attorney