



# Baldwin County Commission

## Legislation Text

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**File #:** 18-0937, **Version:** 1

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**Meeting Type:** BCC Work Session  
**Meeting Date:** 9/11/2018  
**Item Status:** New  
**From:** Kimberly Creech, Clerk/Treasurer  
Andrea Roberson, Personnel Director  
**Submitted by:** Kimberly Creech, Clerk/Treasurer

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### ITEM TITLE

Baldwin County Commission Employee Accounts Receivable

### STAFF RECOMMENDATION

Approve the write off for the uncollectible employee balances in the amount of \$3,797.54 from the following funds:

Fund 00001 - \$1,372.15  
Fund 00103 - \$182.03  
Fund 00105 - \$375.89  
Fund 00107 - (\$105.35)  
Fund 00111 - \$721.61  
Fund 00120 - \$774.05  
Fund 00143 - (\$21.22)  
Fund 00144 - \$35.24  
Fund 00510 - \$133.56  
Fund 00511 - \$329.58

### BACKGROUND INFORMATION

**Previous Commission action/date:** N/A

**Background:** The Employee A/R accounts are amounts due to employee for insurance benefits that were not collected or paid at the time of termination. The balances that are still in the accounts from terminated employees and are considered uncollectible or administrative errors. Personnel and Finance staff have been working these accounts.

### FINANCIAL IMPACT

**Total cost of recommendation:** \$3,797.54

**Budget line item(s) to be used:** 5499 Other Misc. Expenses

**If this is not a budgeted expenditure, does the recommendation create a need for funding?** N/A

**LEGAL IMPACT**

**Is legal review necessary for this staff recommendation and related documents?**  
N/A

**Reviewed/approved by:** N/A

**Additional comments:** N/A

**ADVERTISING REQUIREMENTS**

**Is advertising required for this recommendation?** N/A

**If the proof of publication affidavit is not attached, list the reason:** N/A

**FOLLOW UP IMPLEMENTATION**

**For time-sensitive follow up, select deadline date for follow up:** N/A

**Individual(s) responsible for follow up:** Finance and Accountant Department and Personnel Department

**Action required (list contact persons/addresses if documents are to be mailed or emailed):** N/A

**Additional instructions/notes:** N/A