



Commission Memorandum

REPORT TO: Honorable Mayor and City Commission

FROM: Brian LaMeres, City Controller
Anna Rosenberry, Director of Administrative Services

SUBJECT: Request for authorization to write off stale-dated Accounts Payable checks and stale-dated NSF checks from the City's general accounting ledger.

MEETING DATE: June 27, 2016

AGENDA ITEM TYPE: Consent

RECOMMENDATION: The City Commission grants the request to write off from the City's general accounting ledger the following items:

- Stale-dated Accounts Payable checks issued by the City but never cashed by the recipient
- Stale checks issued to the City but returned by the bank due to non-sufficient funds (NSF) or unresolved credit card chargebacks.

BACKGROUND: The Finance Department is presenting you with (1) a list of stale-dated checks (checks written by the City over a year ago which have not been cashed by the recipient), (2) a list of checks and credit card payments issued to the City by customers over a year ago, but returned by the bank due to non-sufficient funds or returned as a chargeback by the credit card provider.

Section 7-6-4303 MCA states that the City may cancel municipal warrants and checks written by the City which have remained outstanding/un-cashed for a period of 1 year or longer. Furthermore, external independent auditors recommend that the City writes off past due receivables owed to the City which have been outstanding for longer than 1 year.

Multiple attempts have been made to contact all of the parties involved, as the attachments indicate. The stale NSF checks have been turned over to the City Attorney's office for collection. All amounts owed to the City are for items which we are unable to legally lien against the property.

It is important to point out that the Commission's action to write off these items will not preclude the City from eventually collecting on these debts. Nor does the Commission's action preclude the holder of a stale check from ever being paid the amount they are due. The action by the Commission will simply result in eliminating the effects of stale activity from the City's Balance Sheet. It essentially allows us to keep our records in order and in conformity with Generally Accepted Accounting Principles, which is necessary for a successful financial audit.

UNRESOLVED ISSUES: As the attachments indicate, we have not been able to successfully contact all of the parties involved. However, the Commission's action to remove this stale activity from the City's books does not mean that we will discontinue our efforts to make contact.

ALTERNATIVES: As suggested by the City Commission.

FISCAL EFFECTS: The total of the stale checks to be cancelled and written off is \$20,706.92. This amount will be reclassified to Abandoned Property (a liability) on the City's balance sheet, resulting in no fiscal change in the City's Net Position. The total amount of NSF checks receivable and Credit Card chargebacks to be written off is \$580.00. This amount will be reclassified from Accounts Receivable to Bad Debt Expense, an account which will then be closed out into Fund Balance (or "Net Position") at the end of the fiscal year, resulting in a \$580.00 decrease in the City's overall Net Position.

Attachments: List of items to be written off

Report compiled on: June 17, 2016

State-dated checks issued by the City and not cashed by Payee

Check #	Date	Amount	Name	Address	City	State	Zip	1st Sent	Letters Sent		
									2nd Sent	3rd Sent	
			OPERATING / DEMAND checking account								
150595	08/26/14	\$ 25.77	Freiberg, Lucas	601 N Black Ave Unit B	Bozeman	MT	59715	11/19/14	04/03/15	03/24/16	
150661	08/26/14	\$ 15.50	Mollett, Brian	42 N Hunters Way Unit D	Bozeman	MT	59718	11/19/14	04/03/15	03/24/16	
150808	09/03/14	\$ 55.49	Meuli, John Michael	2792 Hedgerow CT	Bozeman	MT	59718	11/19/14	04/03/15	03/24/16	
150912	09/03/14	\$ 70.03	Kane, Garret	PO Box 308	Bozeman	MT	59771	11/19/14	04/03/15	03/24/16	
151062	09/09/14	\$ 32.40	Cambell, Travis	2719 Emery Place	Missoula	MT	59804	11/19/14	04/03/15	03/24/16	
151199	09/16/14	\$ 5.35	Atencio, Stephen	312 Church Ave Unit 2	Bozeman	MT	59715	11/19/14	04/03/15	Returned	
151264	09/16/14	\$ 14.79	Leadens, Patrick	2218 Gallatin Green Blvd #A	Bozeman	MT	59718	11/19/14	04/03/15	03/24/16	
151723	09/30/14	\$ 43.38	Demachki, Samar	4208 Benepe St Unit A	Bozeman	MT	59718	11/19/14	Returned		
152202	10/14/14	\$ 11.56	Leadens, Patrick	2218 Gallatin Green Blvd #A	Bozeman	MT	59718	11/19/14	04/03/15	03/24/16	
152491	10/21/14	\$ 36.80	Topinka, Kaylene	203 Quinella St Apt 2	Belgrade	MT	59714	04/03/15	01/11/16	03/24/16	
152852	11/05/14	\$ 15.39	Hinesley, Judith	4721 Glenwood Dr Unit D	Bozeman	MT	59718	04/03/15	01/11/16	03/24/16	
153253	11/25/14	\$ 15.36	Andrews, Joshua	131 Billion Pl	Bozeman	MT	59715	04/03/15	01/11/16	03/24/16	
153388	11/25/14	\$ 50.00	Pi Kappa Alpha,	PO Box 3047	Bozeman	MT	59772	04/03/15	01/11/16	03/24/16	
153788	12/16/14	\$ 72.94	Barber, William & Morgan Haring	1307 Cherry Dr	Bozeman	MT	59715	04/03/15	01/11/16	03/24/16	
153795	12/16/14	\$ 15.57	Bean, Patricia D	PO Box 1550	W Yellowstone	MT	59758	04/03/15	01/11/16	03/24/16	
154368	12/23/14	\$ 44.97	Anson, Miles S	4320 Glenwood Dr Unit D	Bozeman	MT	59718	04/03/15	01/11/16	03/24/16	
154443	12/23/14	\$ 57.58	Husker Holding LLC	133 Village Crossing Way	Bozeman	MT	59715	04/03/15	01/11/16	03/24/16	
154469	12/23/14	\$ 7.32	Willard, Benjamin & Alicia	6542 Imperial Pl	Manhattan	MT	59741	04/03/15	01/11/16	03/24/16	
154686	12/23/14	\$ 47.00	Klaasen, Jane	845 Bozeman Trail Rd	Bozeman	MT	59715	04/03/15	01/11/16	03/24/16	
154687	12/23/14	\$ 20.00	Klaasen, Jane	845 Bozeman Trail Rd	Bozeman	MT	59715	04/03/15	01/11/16	03/24/16	
154690	12/23/14	\$ 6.01	Lampkin, Brittney	9465 SW New Forest Dr	Beaverton	OR	97008	04/03/15	01/11/16	03/24/16	
154866	12/30/14	\$ 44.44	Powers, Alicia	31233 W Morton Dr SE	Covington	WA	98042	04/03/15	01/11/16	03/24/16	
155077	01/06/15	\$ 75.00	Schmidt, Bryan	PO Box 1833	Belgrade	MT	59714	04/03/15	01/11/16	03/24/16	
155287	01/21/15	\$ 100.00	Bozeman Makerspace	1018 E Griffin Dr	Bozeman	MT	59715	04/03/15	01/11/16	03/24/16	
156108	02/18/15	\$ 2.52	Lewis, Ramon	1338 Brinwood Dr	Macon	GA	31204	01/11/16	03/24/16	05/05/16	
156279	02/24/15	\$ 210.00	Lowe, Mikaleen	1010 S Grand Ave	Bozeman	MT	59715	01/11/16	03/24/16	05/05/16	
126470	03/03/15	\$ 177.18	Gateway Safety Products Inc	PO Box 307	Trinidad	CO	81082	01/11/16	03/24/16	05/05/16	
157102	03/24/15	\$ 12.24	Karnes, Delmar	807 S Willson Ave	Bozeman	MT	59715	01/11/16	03/24/16	05/05/16	
157200	03/24/15	\$ 200.00	Yourmembership.com Inc Dept 3461	PO Box 123461	Dallas	TX	75312	01/11/16	03/24/16	05/05/16	
157208	03/31/15	\$ 20.00	Cordellos, Jon	132 Teakwood Dr	Bozeman	MT	59718	01/11/16	03/24/16	05/05/16	
157210	03/31/15	\$ 20.00	Ireland, Holly R	7170 Skelly Gulch Rd	Helena	MT	59602	01/11/16	03/24/16	05/05/16	
157212	03/31/15	\$ 20.00	Poland, Susan	PO Box 1917	Glendale	CA	91209	01/11/16	03/24/16	05/05/16	
157238	03/31/15	\$ 16.48	Christie, Dan	7075 E Griffin Dr	Bozeman	MT	59715	01/11/16	Returned		
157246	03/31/15	\$ 15.00	Decker, Michele	1215 Barley Ave	Bozeman	MT	59718	01/11/16	03/24/16	05/05/16	
157829	04/16/15	\$ 303.84	Nelson, Robert Mark	PO Box 11084	Bozeman	MT	59719	01/11/16	03/24/16	05/05/16	
158018	04/28/15	\$ 250.00	Anderson, Florence/Teton Co DES	Box 610	Choteau	MT	59422	01/11/16	03/24/16	05/05/16	
158105	04/28/15	\$ 165.00	MAI Pathology Inc	Desert Valley Hospital, 1633 Erringer Simi Valley	CA	CA	93065	01/11/16	03/24/16	05/05/16	
158233	05/05/15	\$ 44.39	Biro, Richard & Catherine	12132 Rancho Bernardo Rd Unit A	San Diego	CA	92128	01/11/16	03/24/16	05/05/16	
158236	05/05/15	\$ 180.74	Nichols, Gregory	307 S Willson Ave	Bozeman	MT	59715	01/11/16	Returned		
158379	05/05/15	\$ 100.00	Sperry, Alyson	PO Box 6757	Bozeman	MT	59771	01/11/16	Returned		
158537	05/12/16	\$ 10.00	McCulloch, Patrick	2123 W College St Apt 103	Bozeman	MT	59718	01/11/16	Returned		
158624	05/19/15	\$ 753.13	Mary Kay Duffie DBA SRO Live	1346 The Alameda Ste 7-205	San Jose	CA	95126	01/11/16	03/24/16	05/05/16	
159038	06/02/15	\$ 5.00	Castillo, Suzette	309 Coulee Dr	Bozeman	MT	59718	01/11/16	03/24/16	05/05/16	
159053	06/02/15	\$ 50.00	Davis, Kent	416 N Tracy Ave	Bozeman	MT	59715	01/11/16	03/24/16	05/05/16	
159265	06/09/15	\$ 55.53	Lister, Gary & Carol	382 Peace Pipe Dr	Bozeman	MT	59715	01/11/16	03/24/16	05/05/16	

State-dated checks issued by the City and not cashed by Payee

Check #	Date	Amount	Name	Address	City	State	Zip	1st Sent	2nd Sent	3rd Sent
159272	06/09/15	\$ 76.55	Madison, David Warren & Kathleen Gaines	2804 Langohr Ave	Bozeman	MT	59715	01/11/16	03/24/16	05/05/16
159301	06/09/15	\$ 99.48	Schaeffers, Richard J	11014 Patine Ave N	Seattle	WA	98133	01/11/16	03/24/16	Returned
159315	06/09/15	\$ 68.08	Stucky, Roger	720 S 6th Ave	Bozeman	MT	59715	01/11/16	03/24/16	05/05/16
159353	06/09/15	\$ 12.58	Brandt, Logan James	2749 Renee Way	Bozeman	MT	59718	01/11/16	03/24/16	05/05/16
159368	06/09/15	\$ 50.82	Cooper, Charles	310 S 15th Ave Apt #1	Bozeman	MT	59715	01/11/16	03/24/16	05/05/16
159408	06/09/15	\$ 42.87	Handy, Ty	30467 Couny Rd 149	Poplar	MT	59255	01/11/16	03/24/16	05/05/16
159436	06/09/15	\$ 27.88	Keams, Piney	1210 Alicante	Newport Beach	CA	92660	01/11/16	03/24/16	05/05/16
159457	06/09/15	\$ 25.58	McBride, Robert	522 Dell Place	Bozeman	MT	59715	01/11/16	03/24/16	05/05/16
159643	06/16/15	\$ 29.71	McReynolds, Devon	4276 Monroe St Unit C	Bozeman	MT	59718	01/11/16	03/24/16	05/05/16
159666	06/16/15	\$ 145.88	RTR Holdings II LLC	67 Village Dr Ste 206	Belgrade	MT	59714	01/11/16	Returned	
159679	06/16/15	\$ 39.97	Stuber, Shannon	42 Timberline Creek Rd	Bozeman	MT	59715	01/11/16	03/24/16	05/05/16
159686	06/16/15	\$ 40.59	Tencich, Lindsay	2740 Nelson Rd	Bozeman	MT	59718	01/11/16	03/24/16	05/05/16
159838	06/16/15	\$ 1,200.00	North Grounds Property Maintenance	26 Forest Grove Lane	Bozeman	MT	59718	01/11/16	03/24/16	05/05/16
159930	06/23/15	\$ 107.79	Basile, Mike	203 North View Ridge Ln	Bozeman	MT	59715	01/11/16	03/24/16	05/05/16
159979	06/23/15	\$ 20.27	Gilmore, Grant	2651 Trade Wind Ln Apt 23	Bozeman	MT	59718	01/11/16	03/24/16	05/05/16
160010	06/23/15	\$ 64.45	Kurz, Lindsey	4975 Lakeshore Dr	Littleton	CO	80123	01/11/16	03/24/16	05/05/16
160053	06/23/15	\$ 36.14	Proudfoot, Kurtis	2951 Warbler Way Unit 3	Bozeman	MT	59718	01/11/16	03/24/16	05/05/16
160078	06/23/15	\$ 85.00	USTA-MT,	140 Annie Glade	Bozeman	MT	59718	01/11/16	03/24/16	05/05/16
160261	06/30/15	\$ 75.00	Slotemaker, Quincy	50 Cornerstone Way #A	Bozeman	MT	59718	01/11/16	03/24/16	05/05/16
Total										
								\$	5,742.34	

MUNICIPAL COURT bank account

Check #	Date	Amount	Name	Address	City	State	Zip	1st Sent	2nd Sent	3rd Sent
10483	07/02/14	\$ 3.00	Klein, Bryan John	94 Little Wolf Road	Bozeman	MT	59715	11/19/14	04/03/15	Returned
10488	07/21/14	\$ 400.00	Anderson, Darrow Jeffrey	2944 Tyler St NE	Minneapolis	MIN	55418	11/19/14	Returned	
10496	07/21/14	\$ 125.00	Lacy, Erika	3777 Hedgerow Ct	Bozeman	MT	59715	11/19/14	Returned	
10503	07/23/14	\$ 350.00	Chesnut, Allison	126 S 9th	Bozeman	MT	59715	11/19/14	Returned	
10505	07/23/14	\$ 155.00	Beck, Brandon Charles	105 W. Main #4C	Bozeman	MT	59715	11/19/14	04/03/15	Returned
10506	07/23/14	\$ 51.06	Berg, Kelli	119 S 8th Ave	Bozeman	MT	59715	11/19/14	Returned	
10540	07/29/14	\$ 160.80	Jensen, Shyanne	9115 Jeanette Pl #H	Belgrade	MT	59714	11/19/14	Returned	
10542	07/29/14	\$ 215.00	Kershner, Benjamin	515 Meagher Ave	Bozeman	MT	59718	11/19/14	04/03/15	03/02/16
10544	07/29/14	\$ 2,762.34	Long, Larry	214 E. Story St	Bozeman	MT	59715	11/19/14	Returned	
10547	07/29/14	\$ 21.50	Merritt, Michael	4677 S. Adobe Way	Littleton	CO	80120	11/19/14	04/03/15	03/02/16
10551	07/29/14	\$ 43.75	Mitchell, Chandler	5782 Bridger Canyon Rd	Bozeman	MT	59715	11/19/14	04/03/15	
10592	08/15/14	\$ 580.00	Chinman, Jonah	701 S. 14Th Ave	Bozeman	MT	59715	11/19/14	Returned	
10645	08/29/14	\$ 14.91	Trzinski, Tim	602 Bond St	Bozeman	MT	59715	11/19/14	Returned	
10665	09/02/14	\$ 25.00	Safeway,	1735 W. Main	Bozeman	MT	59715	11/19/14	Returned	
10668	09/02/14	\$ 15.00	Beaudry, Brad	2324 5th Ave North	Bozeman	MT	59401	11/19/14	04/03/15	03/02/16
10681	09/02/14	\$ 100.00	Watt, Jace	1054 Grace Ave	Pocatello	ID	83202	11/19/14	Returned	
10738	10/07/14	\$ 57.50	Merritt, Michael	4677 S Adobe Way	Littleton	CO	80120	04/03/15	01/11/16	03/02/16
10757	10/08/14	\$ 900.00	Wu, Xinyu	102 Grant Chamberlain Dr Unit 3B	Bozeman	MT	59715	04/03/15	01/11/16	Returned
10816	11/05/14	\$ 300.00	Countryman, Rebel Autumn	917 N 17th Ave	Bozeman	MT	59715	04/03/15	Returned	
10817	11/05/14	\$ 3,712.42	Spring, Sam W	200 Frank Rd #32	Belgrade	MT	59714	04/03/15	01/11/16	Returned

State-dated checks issued by the City and not cashed by Payee

Check #	Date	Amount	Name	Address	City	State	Zip	1st Sent	2nd Sent	3rd Sent
10823	11/16/14	\$ 144.21	Traucht, Daniel	113 Meghans Way	Bozeman	MT	59718	04/03/15	Returned	
10841	11/16/14	\$ 50.00	Haines, Lena Katherine	502 Meagher Ave	Bozeman	MT	59718	04/03/15	01/11/16	03/02/16
10898	11/26/14	\$ 15.00	Berlin, Lindsey	7060 Camp Creek Rd	Bozeman	MT	59741	04/03/15	01/11/16	03/02/16
10899	11/26/14	\$ 315.00	Sioux, Joshua Leon	PO Box 1174	Lame Deer	MT	59043	04/03/15	Returned	
10932	12/03/14	\$ 50.00	Safeway,	1735 W Main St	Bozeman	MT	59715	04/03/15	01/11/16	03/02/16
10938	12/10/14	\$ 15.00	Pace, Robert Andrew	PO Box 158	Moore	MT	59464	04/03/15	01/11/16	Returned
10963	12/12/14	\$ 6.97	Walmart,	1500 N 7th Avenue	Bozeman	MT	59715	04/03/15	01/11/16	03/02/16
10968	12/12/14	\$ 774.00	Franz, Amanda	50 Big Sky Resort Rd	Big Sky	MT	59716	04/03/15	Returned	
10978	12/12/14	\$ 100.00	Alzahrani, Riyad	1816 Remington Way #107	Bozeman	MT	59715	04/03/15	01/11/16	03/02/16
10994	12/23/14	\$ 1,196.00	Lacy, Erika	3777 Hedgerow Ct	Bozeman	MT	59715	04/03/15	01/11/16	Returned
11003	12/23/14	\$ 25.00	Safeway,	1735 W Main St	Bozeman	MT	59715	04/03/15	01/11/16	03/02/16
11013	12/24/14	\$ 155.00	Lacey, Hunter Adams	1627 W Main #362	Belgrade	MT	59714	04/03/15	Returned	
11014	12/26/14	\$ 15.00	Phyu, Tin M	2015 W Beall St	Bozeman	MT	59718	04/03/15	Returned	
11035	01/02/15	\$ 50.00	Alzahrani, Riyad	1816 Remington Way #107	Bozeman	MT	59715	04/03/15	01/11/16	03/02/16
11041	01/05/15	\$ 6.07	Rios, Angelica Rose	601 S 11th Ave Ape D	Bozeman	MT	59715	04/03/15	01/11/16	Returned
11044	01/05/15	\$ 650.00	Chesnut, Allison	126 S 9th	Bozeman	MT	59715	04/03/15	Returned	
11061	01/08/15	\$ 90.00	Altuvilla, Kyle	524 S 8th St	Livingston	MT	59047	04/03/15	01/11/16	03/02/16
11072	01/13/15	\$ 20.00	Noel, Ashley Kathleen	1045 Damarell	Bozeman	MT	59718	04/03/15	Returned	
11080	01/30/15	\$ 25.00	Denkinger, Nicole	c/o Marcial Denkinger, PO Box 3639	Dillion	CO	80435	04/03/15	01/11/16	03/02/16
11082	01/30/15	\$ 50.00	Alzahrani, Riyad	1816 Remington Way #107	Bozeman	MT	59715	04/03/15	01/11/16	03/02/16
11114	02/10/15	\$ 450.00	Werth, Robert B	1094 Longbow Lane	Bozeman	MT	59718	01/11/16	Returned	
11119	02/10/15	\$ 15.00	Gutierrez, Arthur	2523 Trade Wind Ln Apt 46	Bozeman	MT	59718	01/11/16	03/02/16	05/05/16
11165	04/02/15	\$ 135.00	Dubis, Andrea Nicole	500 S 20th Ave #1	Bozeman	MT	59718	01/11/16	03/02/16	Returned
11174	04/02/15	\$ 75.00	Safeway,	1735 W Main St	Bozeman	MT	59715	01/11/16	03/02/16	05/05/16
11188	04/02/15	\$ 100.00	Alzahrani, Riyad	1816 Remington Way #107	Bozeman	MT	59715	01/11/16	03/02/16	Returned
11247	04/24/15	\$ 66.93	Merritt, Michael	4677 S Adobe Way	Littleton	CO	80120	01/11/16	03/02/16	05/05/16
11248	04/24/15	\$ 20.00	Knight, Anthony Dominic	2211 Remington Way Apt 208	Bozeman	MT	59718	01/11/16	Returned	
11291	04/26/15	\$ 100.00	Mann, Justin Robert	2759 Hamilton Court #2	Bozeman	MT	59718	01/11/16	Returned	
11296	04/26/15	\$ 100.00	Krebbeks, Kathryn Marie	307 E Main St #3	Bozeman	MT	59715	01/11/16	Returned	
11345	06/04/15	\$ 0.12	Young, Bryan Keith	C/O Giselle Young, 1525 Devers Cou Marina	CA	93933	93933	01/11/16	Returned	
11362	06/08/15	\$ 50.00	Murphy, Jusin	PO Box 4013	Truckee	CA	96162	01/11/16	Returned	
11374	06/10/15	\$ 8.00	Doyle, Brandon Allen	PO Box 126	Crow Agency	MT	59022	01/11/16	03/02/16	05/05/16
11376	06/10/15	\$ 100.00	Alzahrani, Riyad	1816 Remington Way #107	Bozeman	MT	59715	01/11/16	03/02/16	Returned
Total		\$ 14,964.58								
GRAND TOTAL		\$ 20,706.92								

Checks written to the City but returned due to non-sufficient funds

NSF Checks	Name	Amount	Date	Address	City	State	Zip	Letter Sent / Disposition
	Operating Bank Account							
	Ashley Cole - Rec Dept chargeback	\$ 40.00	04/14/15	unable to obtain from credit card company				in City Attorney's Office
	Alexander Wilson - Recreation	\$ 40.00	05/27/15	322 North 17th Avenue	Bozeman	MT	59715	in City Attorney's Office
	Operating Bank Total	<u>\$ 80.00</u>						
	Municipal Court Bank Account							
	Jossie Hicks	\$ 500.00	6/2/14	131 Andrea Dr Unit 2	Belgrade	MT	59714	in City Attorney's Office
	Court Bank Total	\$ 500.00						
	GRAND TOTAL	<u><u>\$ 580.00</u></u>						