



Staff Report

TO: City Council

FROM: Jennifer Ustation, Finance Director
Lisa Leach, CPA, Assistant Finance Director

DATE: October 21, 2025

SUBJECT: City of Beaumont Accounts Receivable Dated June 30, 2025, and Aged through October 8, 2025

Description: Report on Accounts Receivable Balances Dated June 30, 2025, and Aged through October 8, 2025.

Background and Analysis:

The City of Beaumont's revenue collections financial policies state that the Finance Department is responsible for ensuring all accounts receivable are properly pursued and accounted for. The Finance Department will also ensure, on an annual basis, that a report is provided to the City Council on the condition of the City's collection efforts and whether any accounts receivable should be written off.

An accounts receivable balance represents an amount due to the City. A write-off is the elimination of uncollectible accounts receivable recorded on the general ledger. If the individual is unable to fulfill the obligation, the outstanding balance should be written off after all collection efforts have been exhausted.

For Fiscal Year 2025, the City has collected \$12,111,181.69 through the accounts receivable system. Attached is an accounts receivable aging report for invoices created up to June 30, 2025, that still have balances after accounting for the collection of payments received through October 8, 2025. The report identifies \$68,813.11 that is over 120 days. The following write-offs are being recommended:

1. The Community Services Department is recommending writing off the balance due from Milan Academy for the use of Stetson Park in the Fall of 2023. The amount to be written off is \$4,260.
2. The Wastewater Department is recommending writing off the balance of \$170.29 due from Woodside Homes for a violation due to a clerical error.

3. The Community Development Department is recommending writing off the balance of \$445 from US Sprint as staff has attempted to collect several times with no success.

The total amount to write off is \$4,875.29, which represents .0004% of total Accounts Receivable collected.

Fiscal Impact:

\$4,260 will be charged to Recreation Programs A/C 100-1550-7040-0000

\$170.29 will be charged to WW Contingency A/C 700-4050-7900-0000

\$445 will be charged to Permits, Fees and License A/C 100-2150-7053-0000

The costs to prepare this report is estimated at \$150.

Recommended Action:

Approve the write-off of \$4,875.29 and receive and file report.

Attachments:

- A. Accounts Receivable Aging Report Dated June 30, 2025, and Aged through October 8, 2025