



Board of Directors Business Meeting  
Agenda Action Item

**Item Title**

APPROVAL OF WRITE-OFF OF UNCOLLECTIBLE DEBT

**Department**

Business & Finance Division / Financial Services

**Board Meeting Date**

October 9, 2025

**Background**

In line with Policy 6060 and Regulation 6060R, Uncollectible Accounts, the Finance Department will be recommending to the Board the write-off of \$18,149.28 of debt that has been determined to be uncollectible from the 2023-2024 school year. This uncollectible debt represents several areas including field trips, lost equipment, and SEBB deductions. Following the guidance in regulation, full due diligence has been followed to attempt to collect any outstanding balances prior to bringing this recommendation forward.

**Current Consideration**

After substantial due diligence and efforts at accounts receivable collection which includes but not limited to sending multiple invoices, verifying mailing addresses if items were returned, and verifying if staff who owe SEBB payments are active employees, the recommendation is to write-off the debts on the enclosed table totaling \$18,149.28.

**Fiscal Implication**

The following summary table identifies the recommended write-offs per year for each category of write-off.

Category	23-24	Amount
SEBB Billing	23-24	\$ 7,109.81
Lost Equipment	23-24	\$ 10,980.44
Misc Items	23-24	\$ 59.03
Total		\$ 18,149.28

**Recommendation**

The Chief Financial Officer recommends that the Board of Directors write off \$18,149.28 in outstanding uncollectible debt after all attempts to collect these resources have been exhausted.

**Strategic Benchmark**

Partnership and Participation

**Approved By**

Chief Financial Officer, Rosalind Medina