

**SANTA FE COUNTY
HOUSING AUTHORITY BOARD
RESOLUTION NO. 2024 - 06 HB**

**A RESOLUTION APPROVING THE FISCAL YEAR 2024
WRITE-OFF OF UNCOLLECTABLE TENANT ACCOUNTS
RECEIVABLE FOR THE SANTA FE COUNTY HOUSING
AUTHORITY'S PUBLIC HOUSING AND HOUSING CHOICE
VOUCHER PROGRAMS**

WHEREAS, by Housing Authority Board ("Board") Resolution No. 2011-07, the Board adopted policies and procedures to write-off Uncollectable Tenant Accounts Receivable; and

WHEREAS, Board Resolution No. 2011-07 defines "Uncollectable Tenant Account Receivables" to mean the "outstanding amount left over when a tenant moves out and terminates his/her lease leaving an unpaid balance owed to the Housing Authority after all debits and credits have been entered to his/her account (rent, charges for damages and other fees, credits for unearned rent, security deposit)"; and

WHEREAS, Board Resolution No. 2011-07 defines "Write-Off" to mean "the account process used to adjust the accounting system by removing uncollectible tenant account receivables which will be reflected on the financial statements"; and

WHEREAS, under Board Resolution No. 2011-07, "any balance or amount owed by a tenant that is outstanding for greater than one calendar year ... with unsuccessful collection efforts, will be deemed an Uncollectible Tenant Account Receivable"; and

WHEREAS, Exhibit A to this Resolution is a list of unpaid accounts of former tenants of the Santa Fe County Housing Authority ("Housing Authority") as of the end of Fiscal Year 2024; and

WHEREAS, the Housing Authority's efforts to collect the amounts shown on Exhibit A were unsuccessful, and therefore, these amounts are deemed Uncollectable Tenant Accounts Receivable under Board Resolution No. 2011-07; and

WHEREAS, pursuant to Board Resolution No. 2011-07, Housing Authority staff recommend that the Board approve the write-off of all accounts shown on Exhibit A as Uncollectable Tenant Accounts Receivable.

NOW, THEREFORE, BE IT RESOLVED that the Santa Fe County Housing Authority Board approves the write-off of all accounts shown on Exhibit A of this Resolution as Uncollectable Accounts Receivable for Fiscal Year 2024.

PASSED, APPROVED, AND ADOPTED THIS 21st DAY OF Sept, 2024.

SANTA FE COUNTY HOUSING AUTHORITY BOARD

By: Hank Hughes
Hank Hughes, Chair



ATTEST:

Katharine E. Clark
Katharine E Clark, Santa Fe County Clerk

Date: 09/24/2024

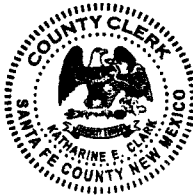
APPROVED AS TO FORM:

Jeff Young
Jeff Young, Santa Fe County Attorney

COUNTY OF SANTA FE)
STATE OF NEW MEXICO) ss

HOUSING RESOLUTION
PAGES: 8

I Hereby Certify That This Instrument Was Filed for Record On The 25TH Day Of September, 2024 at 08:54:55 AM And Was Duly Recorded as Instrument # 2042502 Of The Records Of Santa Fe County



Witness My Hand And Seal Of Office
Katharine E. Clark
Deputy [Signature] County Clerk, Santa Fe, NM

SFC CLERK RECORDED 09/25/2024

Housing Authority

Write-Off Totals (FY24)

Public Housing	Site Totals
Camino de Jacobo	\$ 1,772.18
Santa Cruz	\$ 15,191.50
Valle Vista I	\$ 4,238.67
Valle Vista II	\$ 115.00
<i>Public Housing Total</i>	\$ 21,317.35

Housing Choice Voucher	Program Total
Section 8	\$ 723.90
<i>HCV Total</i>	\$ 723.90

FY24 Write Off Total	\$ 22,041.25
-----------------------------	---------------------

SFC CLERK RECORDED 09/25/2024

CAMINO DE JACOBO - WRITE OFF LIST

Customer ID	Tenant Name	Development	Move Out Date	AS400 balance	Security Deposit	Final Balance
5573	Jacquez, Maria	CJ	10/31/2015	\$ 1,633.15		\$ 1,633.15
3774	Remaly, Vicent	CJ	12/7/2015	\$ 0.59		\$ 0.59
7818	Wright, Jessica	CJ	1/31/2015	\$ 138.44		\$ 138.44
					TOTAL	\$ 1,772.18

SFC CLERK RECORDED 09/25/2024

