SANTA FE COUNTY HOUSING AUTHORITY BOARD RESOLUTION NO. 2024 - OLD 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	Whay of So	, 2024.
SANTA FE COUNTY HOUSING AUTHORITY	BOARD	O O IN THE WAR
By: Otal Otal Hank Hughes, Chair	TY CLA	LANDO
ATTEST: Katharine E Clark, Santa Fe County Clerk	Date: <u>CA/14/202</u>	Manusan Manusa
APPROVED AS TO FORM:		
Jeff Young, Santa Fe County Attorney		

COUNTY OF SANTA FE



STATE OF NEW MEXICO I Hereby Certify That This Instrument Was Filed for

HOUSING RESOLUTION

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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. Clar County Clerk, Santa Fe, NM

SFC CLERK RECORDED09/25/2024

Housing Authority

Write-Off Totals (FY24)

Public Housing	Site Totals
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Camino de Jacobo	\$ 1,772.18
Santa Cruz	\$ 15,191.50
Valle Vista I	\$ 4,238.67
Valle Vista II	\$ 115.00

Public Housing Total \$ 21,317.35

Housing Choice Voucher	Prog	Program Total				
Section 8	\$	723.90				
HCV Total	1 \$	723.90				

EV24 White Off Total	ć 22.041.2E
FY24 Write Off Total	\$ 22,041.25

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CAMINO DE JACOBO - WRITE OFF LIST

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

SANTA CRUZ - WRITE OFF LIST

Customer ID	Tenant Name	Development	Move Out Date		AS400	Security	Fir	nal Balance
					balance	Deposit		
7590	Cuevas, Dora Hilda	SC	4/7/2014	\$	23.80		\$	23.80
7270	Martinez, Matilda	sc	8/8/2022	\$	4,598.00	\$ 150.00	\$	4,448.00
7234	Martinez, Melissa	SC	8/1/2022	\$	6,019.70	\$ 150.00	\$	5,869.70
8746	Moya, Evelyn	SC	7/1/2022	\$	4,195.00		\$	4,195.00
6576	Rael, Cipriano	SC	9/23/2022	\$	154.00	\$ 100.00	\$	54.00
8737	Vargas, Lesly	SC	10/31/2021	\$	682.00	\$ 307.00	\$	375.00
7928	Vigil, Vanessa	SC	9/24/2015	\$	226.00		\$	226.00
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						TOTAL	\$	15,191.50

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VALLE VISTA 1 - WRITE OFF LIST

Customer ID	Tenant Name	Development	Move Out Date	AS400 balance	Security Deposit	Final Balance
3868	Enrlich, Robert	V1	10/14/2014	\$ 199.00		\$ 199.00
7526	Jaramillo, Carol	V1	2/10/2015	\$ 734.61		\$ 734.61
7816	Lucero, Linda	V 1	8/5/2015	\$ 414.10		\$ 414.10
7833	Martinez, Ashley	V1	10/21/2015	\$ 1,633.56		\$ 1,633.56
6190	Medina, Carla	V 1	12/9/2014	\$ 110.69		\$ 110.69
7487	Miera, Catrina	V 1	12/31/2014	\$ 20.71		\$ 20.71
8324	Moore, Courtney	V1	10/25/2022	\$ 209.00	\$ 150.00	\$ 59.00
8157	Trujillo, Cynthia	V1	3/31/2022	\$ 1,067.00		\$ 1,067.00
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TOTAL \$ 4,238.67

VALLE VISTA II - WRITE-OFF LIST

Customer ID	Tenant Name	Development	Move Out Date	AS400 balance	Security Deposit	Final I	Balance
8411	Nieto, Sam	V2	8/9/2022	\$ 275.00	\$ 160.00	\$	115.00

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HOUSING CHOICE VOUCHER - WRITE-OFF LIST

Customer ID	Tenant Name	Development	Move Out Date	AS400/Total Balance
8609	Coriz, Joshua	S8 Voucher	1/31/2022	\$ 40.90
7929	Pavon, Karen	S8 Voucher	12/11/2015	\$ 683.00
			Total	\$ 723.90