1) **Approval of the Minutes of October 31, 2012**

**ACTION:** The Board unanimously approved the Minutes of October 31, 2012.

2) **Los Angeles Department of Building and Safety (LADBS)**

   I. October 3, 2012 report requesting write-off of 18 uncollectible accounts receivable totaling $223,903.41, representing invoice amounts $5,000 or more.

   **ACTION:** The Board unanimously recommends that the City Council approve the request from LADBS to remove from its active accounts receivable the uncollectible amount of $223,903.41, representing 18 accounts equal to or more than $5,000 per account.

   II. October 4, 2012 report requesting write-off of 45 uncollectible accounts receivable totaling $8,844.56, representing invoice amounts less than $5,000.

   **ACTION:** The Board unanimously approved the request from the LADBS to remove from its active accounts receivable the uncollectible amount of $8,423.75 representing 43 accounts (*two invoices included in the list are interdepartmental billings and will be removed from the list of receivables to be written off*) that are less than $5,000 per account.
3) **Los Angeles Housing Department (LAHD)**

   I. January 11, 2013 report requesting write off of 1,222 uncollectible accounts receivable totaling $502,306.79, representing amounts less than $5,000.

   II. January 11, 2013 report requesting write off of seven (7) uncollectible accounts receivable totaling $84,981.42, representing amounts $5,000 or more.

   **ACTION:** The Department has withdrawn this item.

4) **Los Angeles Board of Public Works (LABPW) – Bureau of Sanitation (BOS)**

   I. January 28, 2013 report requesting write-off of 721 uncollectible accounts totaling $85,663.90, representing accounts less than $5,000.

   **ACTION:** The Board, unanimously approved the write off request from PW-BOS to remove from its active accounts receivable, 721 invoices totaling $85,663.90.

   II. January 28, 2013 report requesting write-off of five (5) uncollectible accounts totaling $34,023.89, representing invoice amounts $5,000 or more.

   **ACTION:** The Board unanimously agreed to recommend the City Council to approve the request from PW-BOS to remove from its active accounts receivable, five (5) invoices totaling $34,023.89.

5) **Los Angeles Convention Center (LACC)**

   I. January 14, 2013 report requesting write-off of 16 uncollectible accounts receivable totaling $14,906.81, representing invoice amounts less than $5,000.

   **ACTION:** The Board unanimously approved the request from LACC to remove from its active accounts receivable the uncollectible amount of $14,906.81, representing 16 uncollectible accounts less than $5,000 per account.

   II. January 14, 2013 report requesting write-off of two (2) uncollectible accounts receivable totaling $19,629.80, representing invoice amounts $5,000 or more.

   **ACTION:** The Board unanimously agreed to recommend the City Council to approve the request from LACC to remove from its active accounts receivable, two (2) invoices totaling $19,629.80.
6)  **Los Angeles Department of Transportation (LADOT)**

   I. January 8, 2013 report requesting write-off of 190,552 uncollectible accounts receivable totaling $21,100,652.17, representing invoice amounts less than $5,000.

   **ACTION:** The Department did not appear before the Board to present the requests; therefore, the items were deferred to the next Board of Review meeting.

7)  **Los Angeles Fire Department (LAFD)**

   I. October 9, 2012 report requesting write-off of 13,443 uncollectible accounts receivable totaling $10,625,778, representing invoice amounts less than $5,000.

   **ACTION:** The Board unanimously approved the write off request from LAFD to remove from its active accounts receivable, 13,443 invoices totaling $10,625,778, representing invoice amounts less than $5,000.

8)  **Board Discussion**

   The Board will consider the Public Works Office of Accounting request for write-off at the next meeting of the Board of Review.

9)  **Public Comments**

   None

10)  **Next Regular Meeting**

   The next scheduled meeting of the Board of Review will be held on Wednesday, April 24, 2013.

11)  **Adjourned**

   9:58 a.m.