1) Approval of the Minutes of January 26, 2011

**ACTION:** The Board unanimously approved the Minutes of January 26, 2011.

2) Los Angeles Convention Center (LACC)

   a. January 21, 2011 report requesting write-off of 19 uncollectible accounts receivable totaling $7,355.64 representing invoice amounts less than $5,000.00.

   **ACTION:** The Board unanimously approves the request from the LACC to remove from its active accounts receivable the uncollectible amount of $7,355.64 representing 19 accounts less than $5,000.00.

   b. January 21, 2011 report requesting write-off of one (1) uncollectible account receivable totaling $12,678.85 representing invoice amounts equal to or more than $5,000.00.

   **ACTION:** The Board unanimously recommends that the City Council approve the write-off request from the LACC to remove from its active accounts receivable, one account totaling $12,678.85.

3) City Planning Department

   March 31, 2011 report requesting write-off of 34 uncollectible accounts receivable totaling $28,415.52 representing invoice amounts less than $5,000.00.

   **ACTION:** The Board unanimously approved the request from City Planning to remove from its active accounts receivable the uncollectible amount of $28,415.52 representing 34 accounts less than $5,000.00.
4) **Department of Building and Safety (LADBS)**

February 28, 2011 report requesting write-off of 2,031 uncollectible accounts receivable totaling $291,395.18 representing invoice amounts less than $5,000.00.

**ACTION:** The Board unanimously approved the request from LADBS to remove from its active accounts receivable the uncollectible amount of $291,395.18 representing 2,031 accounts less than $5,000.00 per account.

5) **Public Works – Bureau of Sanitation (LABPW)**

April 8, 2011 report requesting write-off of 1,298 uncollectible accounts receivable totaling $165,997.81 representing invoice amounts less than $5,000.00.

**ACTION:** The Board unanimously approved the request from LABPW to remove from its active accounts receivable the amount of $165,997.81 representing 1,298 accounts less than $5,000.00 per account.

6) **Board of Public Works (LABPW)**

   a. March 14, 2011 report requesting write-off of 27 uncollectible accounts receivable totaling $207,847.40 representing invoice amounts equal to $5,000.00 or more.

   **ACTION:** The Board unanimously recommends that the City Council approve the write-off request from LABPW to remove from its active accounts receivable, 27 accounts totaling $207,847.40.

   b. March 14, 2011 report requesting write-off of 3,154 uncollectible accounts receivable totaling $3,193,654.47 representing invoice amounts less than $5,000.00.

   **ACTION:** The Board unanimously approved the request from the LABPW to remove from its active accounts receivable the uncollectible amount of $3,193,654.47 representing 3,154 accounts less than $5,000.00 per account.

7) **Discussion Items**

   a. Increase threshold for Board of Review write-off authority

   **ACTION:** Office of Finance will discuss with the City Administrative Officer. Further review is needed.
b. Consideration to schedule an emergency Board of Review meeting before the FMS conversion.

**ACTION:** Emergency meeting scheduled for May 25, 2011.

8) **Public Comments**

No public comments

9) **Next Meeting**

Next scheduled meeting of the Board of Review will be held on Wednesday, July 27, 2011.

10) **Adjournment**

10:15 a.m.

Board agendas and minutes may be downloaded from the Controller’s website at [www.lacity.org/ctr](http://www.lacity.org/ctr). Copies of documents may also be obtained by contacting Shane Min, Chair at (213) 978-7256.