

**MINUTES**

**CITY OF LOS ANGELES**

**BOARD OF REVIEW**

**Wednesday, July 31, 2013  
9:00 a.m.**

**200 N Spring St, Office of Finance, Room 202  
Los Angeles, CA 90012**

**MEMBERS PRESENT**

**Shane Min, Chair  
Monique Earl  
Ofelia Reyno**

1) **Approval of the Minutes of July 31, 2013**

**ACTION:** The Board unanimously approved the Minutes of July 31, 2013.

2) **Los Angeles Housing and Community Investment Department (HCIDLA)**

July 5, 2013 report requesting write-off of 10 uncollectible accounts receivable totaling \$84,865.20, representing invoice amounts equal to or greater than \$5,000.

**ACTION:** The Board unanimously recommends that the City Council approve the HCIDLA request to remove from its active accounts receivable, 10 invoices totaling \$84,865.20 representing invoice amounts equal to or greater than \$5,000.

3) **Los Angeles Zoo**

July 1, 2013 report requesting write-off of two (2) uncollectible accounts receivable totaling \$593.00, representing invoice amounts less than \$5,000.

**ACTION:** The Board unanimously approved the write off request from the LA Zoo to remove from its active accounts receivable, two (2) invoices totaling \$593.00.

4) **Los Angeles Department of Transportation (LADOT)**

a. June 25, 2013 report requesting write-off of six (6) uncollectible accounts receivable totaling \$7,683.07, representing invoice amounts less than \$5,000.

**ACTION:** The Board unanimously approved the write off request from the LA DOT to remove from its active accounts receivable the uncollectible amount of \$7,683.07 representing six (6) accounts less than \$5,000 per account.

b. June 25, 2013 report requesting write-off of one (1) uncollectible account receivable totaling \$97,437.78, representing an invoice amount equal to or greater than \$5,000.

**ACTION:** The Board unanimously recommends that the City Council approve the LADOT request to remove from its active accounts receivable one (1) invoice totaling \$97,437.78 representing an invoice amount equal to or greater than \$5,000.

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

July 19, 2013 report requesting write-off of 509 uncollectible accounts receivable totaling \$69,578.10, representing invoice amounts less than \$5,000.

**ACTION:** The Board unanimously approved the write off request from the LABPW to remove from its active accounts receivable the uncollectible amount of \$69,578.10 representing 509 accounts less than \$5,000 per account.

6) **Inspector General Board Discussion**

The IG presented preliminary suggestions to modify the Board of Review procedures and protocols. The Board will consider adopting the modifications after further discussion with the Office of Finance and the Departments.

7) **Public Comment**

None

8) **Next Regular Meeting**

The next scheduled meeting of the Board of Review will be held on Wednesday, October 30, 2013.

9) **Adjourned**

10:.35 a.m.