Report FR-SS-05-14

To: Chair and Members of the Social Services Committee
From: Mary Lou Spicer, Deputy Director of Finance
Meeting Date: December 11, 2013
Subject: Long Term Care Write Off of Uncollectible Accounts
Status: Recommendation adopted by Committee as presented per Resolution SSC06-14 December 11, 2013; Endorsed by County Council January 9, 2014 per Resolution CC09-14;

Recommendation(s)

THAT report FR-SS-05-14 regarding the year end write off of uncollectible accounts receivable balances for the Long Term Care department be received;

AND THAT accounts receivable balances totaling $5,273.73 from former Long Term Care residents be written off.

Background

The policy governing the write off of uncollectible accounts is different from that of Housing as the Ministry of Health and Long Term Care provides 50% funding for the amount written off that applies to basic accommodation. The reasons for a recommendation to write off a former resident’s accounts receivable balance are the result of being notified that no further funds are available and the Ministry’s requirement that the write off be made in the year it occurred in order to qualify for 50:50 funding.

The accounts receivable balances have been reviewed and staff recommends that $5,273.73 owing from two former Lee Manor residents for basic accommodation be written off. The normal practice is to write off amounts for accounting purposes and staff continues efforts to collect the amounts owing; the exception to this practice is if notification is received from the executor or the Office of the Public Guardian and Trustee advising that there are no funds available.

The Administrators review and sign off on accounts receivable reports on a monthly basis and attempt to work with families when arrears exist in order to minimize the potential for write offs.
Financial / Staffing / Legal / Information Technology

Considerations

The recommended write off totals $5,273.73; with 50% of this amount funded by the province the write off does not create a significant impact on the Lee Manor budget.

Link to Strategic Goals / Priorities

To ensure that Council’s goals of financial sustainability and public accountability are maintained.

Respectfully submitted by,

Mary Lou Spicer
Deputy Director of Finance

Director Sign Off:  Kevin Weppler, Director of Finance; Lynne Johnson, Director of Long Term Care