

To:	Chair and Members of the Long Term Care Committee of Management
Committee Date:	February 12, 2019
Subject / Report No:	FR-CM-02-19
Title:	2018 Long Term Care Write Off of Uncollectible Accounts
Prepared by:	Joanna Alpajaro, Deputy Treasurer
Reviewed by:	Kevin Wepler, Director of Corporate Services
Lower Tier(s) Affected:	None
Status:	

Recommendation

1. That Report FR-CM-02-19 titled **2018 Long Term Care Write Off of Uncollectible Accounts** be received; and
2. That the recommended write offs in the amount of **\$1,626.00** as outlined in the report be approved.

Executive Summary

All available measures are used to collect monies due to the care community on a timely basis. Accounts in arrears are reviewed and supports implemented to ensure that payment is forthcoming.

Balances owing from residents with no repayment activity are written off at year-end for accounting purposes and staff continue to work on collections. Staff recommends that \$1,626 in arrears be written off in the 2018 fiscal year.

Background and Discussion

Staff in the Long-Term Care department reviews accounts receivable balances monthly and attempt to work with residents to minimize account arrears.

The Ministry of Health and Long-Term Care requires that write offs be made in the year the arrears relate to and the Ministry will cover 50% of the arrears relating to basic accommodation. Unpaid balances relating to preferred accommodation and ancillary services such as cable, telephone, hair care etc. are not eligible for Ministry reimbursement.

For the 2018 fiscal year, staff recommends that \$1,626 at Rockwood Terrace be written off, of which \$228 is eligible for Ministry reimbursement.

The following chart provides comparative information for the proposed 2018 write off and the previous five years.

Summary of Long-Term Care Accounts Receivable Write off and Bad Debt Recovery

Year	Amount of Write Off	Number of Accounts Written Off	Amount of Bad Debt Recovery
2018	\$1,626 (Rockwood Terrace)	1	\$0
2017	(\$11,072 Lee Manor and \$15,559 Rockwood Terrace)	2 for Lee Manor and 4 for Rockwood Terrace	\$5,203 (Grey Gables)
2016	\$10,019 (\$6,719 Grey Gables and \$3,300 Lee Manor)	2 for Grey Gables and 1 for Lee Manor	\$0
2015	\$13,085 (\$4,399 Rockwood and \$8,686 Lee Manor)	1 for Rockwood and 3 for Lee Manor	\$6,038 (Rockwood)
2014	\$6,038 (Rockwood)	1	\$2,137 (Lee Manor)

Legal and Legislated Requirements

The Ministry of Health and Long-Term Care requires that account write-offs be completed in the calendar year that the arrears relate to.

Financial and Resource Implications

The uncollectible amount eligible for write off totals \$1,626, of which \$228 is eligible for Ministry reimbursement.

Relevant Consultation

- Internal – Administrators of Grey Gables, Lee Manor and Rockwood Terrace; Lynne Johnson, Director of Long Term Care; Kevin Weppler, Director of Corporate Services
- External (list)

Appendices and Attachments

None