

MEMORANDUM

TO: Rosemary West, Supervisor Treasurer's Dept.
 Gary Schmid, Manager of Finance
 Charles Ruud, City Assessor
 Mary Storbeck

FROM: Jeffrey J. Warchol, Assistant City Attorney



DATE: June 9, 2006

SUBJECT: Write-Off PPT Accounts

The following PPT accounts should be considered closed and any balances should be written off and removed from the books. Please mark your files accordingly and contact me with any questions you may have.

<u>PPT Acct.#</u>	<u>Name</u>	<u>Year</u>	<u>Amount Write-Off</u>
535653	Thrivent Financial for Lutherans (Per Agrmnt with Asst. City Atty. Warchol)	2005	\$ 41.65
537140	BSIS Industrial & Commercial Insulation Products (Billed under both names BSIS and Acoustech Supply, Inc.)	2005	\$ 483.51 Principal \$ 14.51 Interest \$ 7.25 Penalty
537220	Computer Solutions (Billed and paid under other name of Odyssey Solutions)	2005	\$ 120.87 Principal \$ 3.63 Interest \$ 1.81 Penalty
535133	Merck Healthcare (Per Asst. City Atty. Warchol, write-off interest and penalty)	2005	\$ 172.50 Interest \$ 86.25 Penalty
537196	Corner Depot (Paid amount due in March of 249.02; write-off \$3.62 difference in April)	2005	\$ 3.62

MEMORANDUM

TO: Rosemary West, Senior Accountant
Gary Schmid, Manager of Finance

FROM: Cheryl L. Wentland, Assistant City Attorney

DATE: June 9, 2006

SUBJECT: Outstanding Public Works (Paid In Full/Write-Off)

I am closing out the following files as they have been paid in full. These accounts should be written off our books for accounting purposes. Please mark your files accordingly and contact me with any questions you may have.

	<u>Name and PW #</u>	<u>Reason</u>	<u>Amount to Write-off</u>	
(1)	Joseph T. Wille PW #116	Paid in Full	Owed \$ 423.30 Paid \$ 423.30 Balance \$ -0-	
(2)	Matthew W. Everett PW #587	Paid in Full	Owed \$1,079.56 Paid \$1,079.56 Balance \$ -0-	
(3)	Bonnie Bean PW # 445 519	Paid in Full	Owed \$1,125.38 Paid \$1,125.38 Balance \$ -0-	
(4)	Anne W. Conway PW #1300134	Paid in Full	Owed \$1,102.39 Paid \$1,102.39 Balance \$ -0-	
(5)	American Sewer Services PW #445	Paid in Full	Owed \$2,858.67 Paid \$2,858.67 Balance \$ -0-	
(6)	Sean M. McDonald PW #361	Write-Off Per Attorney	Owed \$ 151.08 Paid \$ -0- Write-Off \$ 151.08	

CLW:da
L:/Jeff/PWs/memos/West&Schmid-PIF-PW
cc: Candi Sczerzen
Mary Storbeck

Cheryl L. Wentland

MEMORANDUM

TO: Rosemary West, Senior Accountant
Gary Schmid, Manager of Finance

FROM: Cheryl L. Wentland, Assistant City Attorney *cw*

DATE: May 1, 2006

SUBJECT: Outstanding Public Works (Paid In Full/Write-Offs)

I am closing out the following files as they have been paid in full. These accounts should be written off our books for accounting purposes. Please mark your files accordingly and contact me with any questions you may have.

	<u>Name and PW #</u>	<u>Reason</u>	<u>Amount to Write-off</u>	
(1)	Joey D. Gray/Bestway Transfer and Storage, Inc. PW #365	Paid in Full	Owed \$1,723.52 Paid \$1,723.52 Balance \$ -0-	
(2)	Amanda J. Pankowski PW #211	Paid in Full	Owed \$ 303.74 Paid \$ 303.74 Balance \$ -0-	
(3)	Payne & Dolan Inc. PW #444	Paid in Full	Owed \$ 784.44 Paid \$ 784.44 Balance \$ -0-	
(4)	Double K Leasing Ronald L. Anderson (Driver) PW #576	Paid in Full	Owed \$ 234.06 Paid \$ 234.06 Balance \$ -0-	
(5)	Amanda J. Husslein PW #369	Paid in Full	Owed \$ 246.70 Paid \$ 246.70 Balance \$ -0-	
(6)	Alicia Hatzinger/Jalong Edwards PW #1400125	Considered Paid In Full Per Attorney	Owed \$ 892.87 Paid \$ 227.00 Write-Off \$ 665.87	

JJW:da
L/Jeff/PWs/memos/West&Schmid-PIF-PW
cc: Candi Sczerzen
Mary Storbeck

MEMORANDUM

TO: Rosemary West, Senior Accountant
Gary Schmid, Manager of Finance

FROM: Jeffrey J. Warchol, Assistant City Attorney 

DATE: March 30, 2006

SUBJECT: Outstanding Public Works (Write-offs and Paid In Full)

I am closing out the following files due to such factors as the statute of limitations has expired, the party cannot be located, out of business or that the amount is too small to pursue collection. These accounts should be written off our books for accounting purposes. Some accounts have also been paid in full. Please mark your files accordingly and contact me with any questions you may have.

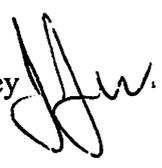
	<u>Name and PW #</u>	<u>Reason</u>	<u>Amount to Write-off</u>
(1)	Miles J. Laumann/Alexis Heindl PW #136	Cannot located M. Laumann Half paid by Heindl	Owed \$1,195.36 Paid \$ 597.68 Write-off \$ 597.68
(2)	Miguel Angel Sifuentes PW #195	Per Jeff Warchol/ Joe Burtch	Owed \$ 476.99 Paid \$ -0- Write-off \$ 476.99

JJW:da
L/Jeff/PWs/memos/West&Schmid-writeoff & PIF-PW

cc: Candi Sczerzen
Mary Storbeck

MEMORANDUM

TO: Rosemary West, Senior Accountant
Gary Schmid, Manager of Finance

FROM: Jeffrey J. Warchol, Assistant City Attorney 

DATE: March 8, 2006

SUBJECT: Outstanding Public Works (Write-offs and Paid In Full)

I am closing-out the following files due to such factors as the statute of limitations has expired, the party cannot be located, out of business or that the amount is too small to pursue collection. These accounts should be written off our books for accounting purposes. Some accounts have also been paid in full. Please mark your files accordingly and contact me with any questions you may have.

	<u>Name and PW #</u>	<u>Reason</u>	<u>Amount to Write-off</u>
(1)	Adair Sewer & Water PW #344	Paid in Full	Owed \$ 423.28 Paid \$ 423.28 Balance -0-
(2)	Michael O. Martin PW #1400095	Paid in Full	Owed \$1,794.34 Paid \$1,794.34 Balance -0-
(3)	Star Transport, Inc. (Carl Mahaney) PW #360	Paid in Full	Owed \$ 903.24 Paid \$ 903.24 Balance -0-
(4)	Lawonda Williams PW #1400129	Bankruptcy Discharge	Owed \$ 498.85 Int & Fees \$ 156.50 Total \$ 655.35 Write-Off \$ 655.35

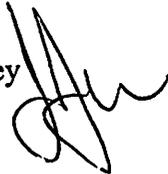
JJW:da
L/Jeff/PWs/memos/West&Schmid-writeoff & PIF-PW

cc: Candi Sczerzen
Mary Storbeck

MEMORANDUM

TO: Rosemary West, Supervisor Treasurer's Dept.
 Gary Schmid, Manager of Finance
 Charles Ruud, City Assessor
 Mary Storbeck

FROM: Jeffrey J. Warchol, Assistant City Attorney



DATE: March 8, 2006

SUBJECT: Write-Off/Paid In Full PPT Accounts

The following PPT accounts should be considered closed and any balances should be written off and removed from the books. Please mark your files accordingly and contact me with any questions you may have.

<u>PPT Acct. #</u>	<u>Name</u>	<u>Year</u>	<u>Amount Write-Off/Paid in Full</u>
536756	ADL Staffing (Moved 12-31-04)	2005	\$ 688.39 Principal \$ 20.65 Int, Pen & Fees \$ 709.04 Write-Off
534958	Dr. Henry J. Shore, DDS, SC (Deceased)	2005	\$ 76.38 Principal \$ 2.29 Int & Pen \$ 78.67 Write-Off
534908	Reina International Auto, Inc. (No longer at address as of 12-31-04)	2005	\$ 791.83 Principal \$ 791.83 Write-Off
536697	LaTiendita/Coglasand Grocery	2004	\$ 285.30 Principal \$ 141.45 Int, Pen & Fees \$ 200.00 Paid \$ 226.75 Write-Off

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cc: Candi Sczerzen