

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF BROWNSBURG,  
INDIANA, AMENDING TITLE V, CHAPTER 53 OF THE  
BROWNSBURG TOWN CODE**

**WHEREAS**, the Town of Brownsburg, Indiana through the Town Council desires to amend its Ordinances to provide for a write off policy for delinquent utility accounts under the Town's Sewer Ordinances.

**BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF BROWNSBURG, INDIANA, AS FOLLOWS:**

**Section I.** Title V, Chapter 53 is hereby amended to add a new Section 53.07, Uncollectible Account Write-Off Policy as follows:

**§ 53.07 UNCOLLECTIBLE ACCOUNT WRITE-OFF POLICY**

**(A) Definition**

Uncollectible Account. An account that cannot be recovered after certain collection efforts have been made by the Town and that have been delinquent for a period exceeding one year.

**(B) Factors to Consider for Write-Off of Uncollectible Accounts.**

- (1) The Account has been inactive for two or more years and collection efforts as identified in Section C below have been followed by the Utility Department to collect the account;
- (2) Debtor has passed away; and/or
- (3) Any other reason the Town's Utility Department deems reasonably appropriate to declare and/or recommend a write-off , as applicable, after the process and procedures set forth below have been followed.

**(C) Procedure for Write-Off of Uncollectible Accounts.** The Town Utility Department Superintendent must be satisfied that all reasonable avenues for collection of the delinquent account have been completed before an account is declared and/or recommended for write-off, as applicable. In making such determination, the following process must be followed:

- (1) Identify in writing the accounts that are justly uncollectible and should be written off.
- (2) Prepare the write-off of uncollectible debts summary on which the following is indicated:
  - (a) Debtor/account name;
  - (b) Amount of debt;
  - (c) Age of debt;

- (d) Method(s) taken to collect the debt, including the following, as may be applicable: delinquent notices sent to owners and/or renters, subsequent letters sent to owners and/or renters, the filing of a lien, forwarding the account to a collection agency, entering into a payment agreement, subsequent communications to the owner and/or renter; and
  - (e) Reason(s) why it is uncollectible.
- (3) Submit the summary accompanied by a cover letter signed by the Utility Department Superintendent.
  - (4) Maintain the written evidence of the approval in a proper form that meets accounts/audit requirements for record keeping.
  - (5) Make necessary adjustments to the relevant accounts.
- (D) Upon completion of the procedure set forth above, the Utility Department Superintendent may approve and authorize the write-off of any utility account that meets the requirements set forth above for any account less than \$200.00 and at least two years delinquent. Any other utility account must be presented to and approved by the Town Council before being written off for the Town.

**Section II.** All prior Ordinances or parts thereof inconsistent with any provisions of this Ordinance are hereby repealed.

**Section III.** This Ordinance is hereby passed by the Town Council for the Town of Brownsburg, Indiana this \_\_\_\_ day of \_\_\_\_\_, 2011.

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Matthew Bowles,  
President Brownsburg Town Council

ATTEST:

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Jeanette M. Brickler  
Clerk-Treasurer

**TOWN OF BROWNSBURG UTILITY DEPARTMENT  
UNCOLLECTIBLE ACCOUNTS SUMMARY:**

<b>Debtor/Account name:</b>	
<b>Property Address:</b>	
<b>Amount of Delinquent Account Balance:</b>	\$ _____
<b>Age of Account:</b>	
<b>Collection Method(s):</b> (check all that are applicable and provide details of efforts): <ul style="list-style-type: none"> <li><input type="checkbox"/> Delinquent Notices Sent: _____</li> <li><input type="checkbox"/> Letters to Owners/Renters Sent: _____</li> <li><input type="checkbox"/> Property Lien Filed: _____</li> <li><input type="checkbox"/> Involvement of Collection Agency: _____</li> <li><input type="checkbox"/> Payment Agreements: _____</li> <li><input type="checkbox"/> Additional Communciations: _____</li> <li><input type="checkbox"/> Other Efforts: _____</li> </ul>	
<b>Reason(s)Account is Uncollectible:</b>	
<b>For Completion by Utility Department Superintendent:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>No Council Action Required:</b> I hereby affirm that the processes and procedures set forth in Ordinance No. 53.07 have been complied with and this account totaling less than \$200 shall be written off by the Town as an uncollectible account.</li> <li><input type="checkbox"/> <b>Council Action Required:</b> I hereby affirm that the processes and procedures set forth in Ordinance No. 53.07 have been complied with and I hereby recommend that the Council take action to declare this account totaling \$200 or more be written off by the Town as an uncollectible account.</li> </ul>	
<b>Date:</b> _____	_____ <b>Signature – Utility Department Superintendent</b>