Approved in Open Session 4/21/26
Manatee County
Board of County Commissioners

April 21, 2026 - Regular Meeting

Subject
Authorization to Write off Bad Debts of the Utilities Department, Patrick Shea, Utilities Director

Category
CONSENT AGENDA

Briefings
Briefing Provided Upon Request

Contact and/or Presenter Information
Anthony Sinopoli, Business Systems Support Manager, Utilities Department, ext. 5229
Patrick Shea, Utilities Department Director, ext. 5389

Action Requested
Authorization to write off bad debts of the Utilities Department not to exceed $104,957.63 in Fund 401 (Potable Water/Wastewater), and $46,573.16 in Fund 480 (Solid Waste) -- $151,530.79 in total.

Enabling/Regulating Authority
Laws of Florida Special Act 63-1598, Section 7, requires write-offs to be approved by the Board of County Commissioners.

Applicable Advisory Board
N/A

Background Discussion
The Utilities Department requests Board approval to write off the Accounts Receivable (AR) deemed to be not collectable for Q1 FY26.

This request is an accounting entry that is made with the assistance of the Clerk of Court's Office and ensures that the Utilities Department's receivables are accurately reflected on the Balance Sheet. The amount budgeted for annual write-off is based on the Clerk of Courts guidance and indexed according to previous years' data.

The write-off recognizes that a portion of the AR is likely not collectible, but it does not prevent the County from eventually collecting the receivable. After being written off, payment will continue to be pursued through internal efforts and by a collection agency.

The Utilities Department is requesting Board approval to write off up to $38,038.33. Bad debt write-offs affect only inactive accounts, those that have been closed and service for the customer is discontinued. These receivables, 132 accounts, are all over 365 days past due. Most of these accounts are residential and all have been actively pursued by Utilities staff and the collection agency.

The Utilities Department anticipates bad debt and includes an operating budget line item to recognize this "cost" of doing business. This budget will offset (or cover) the write-off. The Finance Department (the Clerk of Court) will generate the appropriate entries following Board approval of the write-off.

Attorney Review
Not Reviewed (No apparent legal issues)

Instructions to Board Records
Please return a copy to Bill Bowers, Sr. Fiscal Services Manager, FMD/Utilities (bill.bowers@mymanatee.org).
Distributed 4/22/26, RT

Cost and Funds Source Account Number and Name
Non-recurring expense

Amount and Frequency of Recurring Costs
ESTIMATED WRITE OFF Q1, FY26

BAD DEBT WRITE OFF 1ST QUARTER FY26 (10/1/2025 - 12/31/25)				
Breakdown	**Allowed**	**Estimated Amount**	**Actual Write Off**	**Difference Estimate vs Actual**
Fund 401	$162,500.00	$104,957.63		
Fund 480	$89,250.00	$46,573.16		
Total	$251,750.00	$151,530.79		

Difference Allowed vs Actual
$162,500.00
$89,250.00
$251,750.00