

ERICK ROESER
AUDITOR-CONTROLLER
TREASURER-TAX COLLECTOR

585 FISCAL DRIVE, SUITE 100
SANTA ROSA, CA 95403
PHONE (707) 565-2631
FAX (707) 565-3489



AMANDA RUCH, CPA
ASSISTANT AUDITOR-CONTROLLER
TREASURER-TAX COLLECTOR

BROOKE KOOP, CPA
ASSISTANT AUDITOR-CONTROLLER
TREASURER-TAX COLLECTOR

KATHLEEN PARNELL
ASSISTANT AUDITOR-CONTROLLER
TREASURER-TAX COLLECTOR

Discharge from Accountability Request Form

Department:

Authorized person requesting discharge (name and title):

Date of request:

Total amount (\$) considered uncollectible:

Number (#) of accounts considered uncollectible:

Average amount (\$) discharged per account:

Check all applicable reason(s) for this discharge request:

The amounts are too small to justify the cost of collection;

The likelihood of collection does not warrant the expense involved;

The amount has been otherwise lawfully adjusted. Explain why the amount was adjusted and by whom. Attach explanation and supporting documentation.

In accordance with Policy B-1 County of Sonoma Discharge of Accountability for Collections, I have at least annually reviewed the department's delinquent accounts and hereby apply for a discharge of accountability for collection(s).

I am duly authorized by the department to certify the department has made all reasonable collection efforts and that correspondence files and other collection documentation supporting the reasons for discharge from accountability will be maintained in accordance with the County's document retention policy. I declare under penalty of perjury, under the laws of the State of California, that the foregoing is true and correct.

I further understand accounts deemed uncollectible should not be recorded as receivables, and it is our department's responsibility to adjust the accounting system's receivable amounts in accordance with the County's revenue recognition period and Generally Accepted Accounting Principles (GAAP).

Signature of Authorized Employee Submitting Request

For County Auditor Use Only

Discharge from accountability:

Approved

Denied

Section 25259.5 of the Government Code allows the Board of Supervisors to delegate the responsibility for discharging from accountability certain accounts to the Auditor-Controller. The Board of Supervisors, on April 8, 1975, passed Resolution No. 48662 delegating this responsibility to the Auditor-Controller for all departments. In accordance with Policy B-1 County of Sonoma Discharge of Accountability for Collections, I have reviewed the attached listing of accounts submitted for discharge and hereby discharge you from accountability for collecting the above list of accounts and dollar amount.

Signature and Title of ACTTC Authorized Employee