



## STAFF REPORT

To: Council

From: Michelle Williams, Director of Finance

Approved by: Warren MacLeod, Chief Administrative Officer

Date: September 27, 2023

Subject: **Write off AAN10340764 AAN 10340780 AAN 10340799**

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### **ORIGIN**

In a weekly report from PVSC sent July 24, 2023, notification was given to the Municipality that AAN10340764 AAN 10340780 and AAN 10340799 were going to be deactivated as three new AANs were created in error thus remaining balances to be written off.

### **RECOMMENDATION**

THAT the Council of the Municipality of the District of Shelburne write off the balance of \$20.99 on AAN10340780, \$7.86 on AAN10340799, and reimburse the resident \$76.80 on AAN10340764 using GL 00-28211-000.

### **DISCUSSION**

The Municipality has received notice from PVSC on July 24, 2023 that the following properties will be deactivated: AAN10340764 AAN 10340780 AAN 10340799. In speaking to PVSC to obtain an understanding as to why, it was noted that three new AAN were created in duplication and should not have been created. The property referenced in AAN10340764 was paid twice, meaning the new AAN assigned to property AAN10340764 was paid as well as the old AAN before it was deactivated, and the resident has therefore asked for a refund. The other two AANs have an outstanding balance owing; AAN 10340780 \$20.99 and AAN 10340799 \$7.86. In both of those cases, the resident has paid the new AANs only and thus the original AANs value should be written off.

### **BUDGET IMPLICAITONS**

The total amount of \$105.65 will be taken from Valuation Allowance GL#00-28211-000 which has a budget of \$5,000 and of that \$3,811.83 is available.