

# POA Write Offs

Presented by  
Brian Popowich-York Region  
Supervisor, Collections

# Step 1 Establish Municipal Write Off Policy

- Ensures compliance with MAG Guidelines, POA Transfer Agreement and Memorandum of Understanding with the Province
- Demonstrates due diligence in collection efforts
- Provides continuity of practice and acts as a information reference for management and council

# Your Policy Should Include:

- Due dates and timelines
- Defined criteria for write off files
- Supporting documentation required
- Authorizations Required
- Start to Finish Process

# Step 2-Prepare for the Write Off

- Generate Your Preliminary List
- Calculate UP total
- Draft your report to council
- Audit your list
- Retract files from collection agencies
- Finalize your council write off report

# Step 3-Completing the Write Off (After Council Approval)

- Add write off code CW to ICON using your software by MAG deadline
- Balance your approved amount to the RICO 3040 (Preliminary W/O report)
- Edit list before the final purge is done
- Once purged, archive original tickets

# Important Notes:

- Fines are never truly written off, they may be paid in the future by adding the ticket back into icon
- Information must be kept indefinitely
- All files with a write off code will be picked up in the preliminary write off report (RICO 3040)
- If you wish to write off UPs, MI's etc. they must be changed to CW by the given date, (usually the end of June)
- The preliminary report is run at the beginning of July
- CW's can be removed after the running of the preliminary write off report if needed.
- The final report and purge is completed at the beginning of September creating RICO 3041, the final write off report.
- Once the final report is run the case will be removed from ICON
- Hamilton and York do not include DP's with our write off report for council approval. Hamilton informs council of the total DP amount as an information item on our annual POA report.

# Contact Info:

Brian Popowich – York Region

905-898-0425 ext 73339

[brian.popowich@york.ca](mailto:brian.popowich@york.ca)