



State of North Carolina

Office of the State Controller

DAVID T. MCCOY
STATE CONTROLLER

July 31, 2012

MEMORANDUM

TO: Chief Fiscal Officers
Vice Chancellors

FROM: David McCoy *David McCoy*

SUBJECT: Statewide Accounts Receivable Reporting — Fiscal Year 2012

North Carolina General Statute § 147-86.26, Reporting Requirements, under the *Statewide Accounts Receivable Program*, requires state agencies to provide the Office of the State Controller (OSC) with a complete report of the agency's accounts receivable. To assist you in meeting this legislative mandate, OSC has prepared an electronic workbook and certification letter located on the OSC website for your agency's use. Information collected from this document will be compiled into a summary report and submitted to the Governor, the Joint Legislative Commission on Governmental Operations, and each state agency.

New for the 2012 package are analytical review worksheets and certification letter submission requirements. The analytical review worksheets are contained in the electronic workbook along with the corresponding instructions. **The certification letter must be completed by all agencies. The certification letter will document if an agency is not legislatively mandated to participate in the statewide accounts receivable program or does not have accounts receivable for June 30, 2012.**

The electronic forms are located at: http://www.osc.nc.gov/sigdocs/sig_docs/sigDocumentation.html. Please forward the completed document(s) to OSC by no later than **Friday, September 14, 2012.**

My staff and I appreciate your efforts in this matter which is an integral part of our preparation of the summary report. If you have questions, please contact Luke Harris at (919) 707-0667 or Support Services at (919) 707-0795.

Thank you.

SAD 13-01

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