



State of North Carolina Office of the State Controller

Michael F. Easley, Governor

Robert L. Powell, State Controller

September 27, 2004

MEMORANDUM NO. SAD 05-09

TO: Chief Fiscal Officers
Vice Chancellors

FROM: Robert L. Powell
State Controller

SUBJECT: Statewide Accounts Receivable Reporting — Fiscal Year 2003-2004

In accordance with G.S. 147-86.20-.27 (Statewide Accounts Receivable Program), the Office of the State Controller (OSC) requests that you complete the attached *Receivables Summary Report By Type* worksheet. A separate worksheet should be completed for each GASB fund type. Also, we have attached a glossary of terms for your use in completing this survey report. This should be helpful in explaining the "columns" and "rows" addressed in the worksheet. Contractual adjustments and indigent care write-offs are listed on the worksheet. We are looking for a distinct separation of these items as opposed to other types of debt write-offs.

A separate document is attached requesting specific aging accounts receivable and notes receivable information. Please group this information as to the type of receivable and explain the action taken to collect the past-due amount. For example, does your agency use debt setoff or collection agencies to recover those accounts that are past-due. Please present the aging schedule as of June 30, 2004.

This memorandum and the attached documents may be accessed on the OSC's web page at the following address: http://www.osc.state.nc.us/sigdocs/sig_docs/sigCurrent_Memos.html. The documents may either be downloaded into Microsoft Excel and Word or viewed and printed using the Adobe Acrobat software. Please do not make any format changes to the worksheet document.

The Statewide Accounts Receivable Program's reporting requirements are identified under G.S. 147-86.26. We appreciate your cooperation in the completion of this request and look forward to your feedback. Please furnish the completed worksheet(s) to the Financial Reporting Section of the Office of the State Controller by **Wednesday, November 24, 2004**. If you have any questions, please call Cindy Salgado at 981-5484.

Attachments

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