



# Office of the State Controller

## OFFICIAL MEMORANDUM

**To:** Fiscal Officers

**From:** Anne Godwin, Deputy State Controller

**Date:** July 1, 2020

**Subject:** Annual Accounts Receivable Report

The Office of the State Controller (OSC) prepares the Statewide Accounts Receivable Report which is submitted annually to the Governor, the Joint Legislative Commission on Governmental Operations, and each agency. Each state agency is required to submit the [Statewide Accounts Receivable Reporting Package](#) to OSC by Friday, September 11, 2020.

The certification form must be completed by all agencies. *The certification form will no longer be accepted via email. **All certification forms will be completed through DocuSign.*** The form can be found on the [AR Year-End webpage](#). The certification form will document if an agency is legislatively mandated to participate in the statewide accounts receivable program or does not have accounts receivable for Fiscal Year 2020. The certification form will no longer need to be signed by both the Chief Financial Officer and Chief Executive Officer. Only a signature from the CFO or Controller will be required.

The Accounts Receivable email address has changed to [oscaccountsreceivable@osc.nc.gov](mailto:oscaccountsreceivable@osc.nc.gov), and all completed reports and correspondence should be sent to this new address going forward. Any questions regarding this specific update should be directed to [oscaccountsreceivable@osc.nc.gov](mailto:oscaccountsreceivable@osc.nc.gov).

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