

Division of Administration
Office of Statewide Reporting and Accounting Policy

SECTION: Instructions for Reporting Receivables owed the State of Louisiana

UNIT TYPE: All State Agencies, Component Units, Internal Service Funds, and Enterprise Funds

PROCEDURES: Accounts Receivable Quarterly Report

PURPOSE: To provide a summary of the status of the State's receivables and related collections activity by agency for each quarter

AFFIDAVIT: Required when forms RAR-1 through RAR-3 are used

FORMS: Instructions and forms are provided electronically

AMOUNTS: Round to the nearest dollar. Report in dollars **only**. **NO CENTS!!!!!!**

MEMO ONLY: Submit a response if you have no receivables to report for the quarter. No Forms.

RECEIVABLES: **1. Do not include receivables due under the Louisiana Employment Security Law**
2. Do not include receivables due directly from the federal government
3. Do not include any inter-agency or intra-agency receivables

AGENCY: Must maintain the detailed data on each receivable included in the report sufficient to analyze such receivables and the effectiveness of the collection procedures.

DUE DATE: Due no later than 45 days following the end of the quarter

<u>Quarter Ended</u>	<u>Report Due at OSRAP:</u>
September 30	November 15
December 31	February 15
March 31	May 15
June 30	August 15

MAIL TO: Division of Administration
Office of Statewide Reporting and Accounting Policy (OSRAP)
Attn: Katherine Porche
P. O. Box 94905
Baton Rouge, LA 70804-9095

QUESTIONS: Call Katherine Porche at (225) 219-4442 or email her at katherine.porche@la.gov.

**RAR-1 FORM
CURRENT RECEIVABLES
(180 DAYS OR LESS)
INSTRUCTIONS**

1. Type of Revenue Source – identify the revenue source by name for your agency such as, but not limited to, taxes, licenses, fees, local government reimbursement, repayment of loans and notes, fines, NSF checks, sales of goods and services, etc.
*******Do not use Means of Financing as a type of revenue source.*******
Note: (a) Renewals of fees and licenses are not accounts receivables.
(b) Citations are accounts receivables.
2. Quarter's Beginning Balance – consists of receivables that are 180 days old or less.
 - a. Use prior quarter's ending balance – consists of receivables that were reported on prior quarter's RAR-1 form.
3. Additions During Quarter – any and all new receivables recognized during the quarter.
 - a. Record all receivables posted during the quarter
 - b. Contractual agreements, corrections, errors, and other adjustments made during the quarter should be subtracted from total additions – i.e. report net of additions.
4. Collections (30-90 days) – amounts collected during the quarter that are for receivables that are 90 days old or less
5. Collections (91-180 days) – amounts collected during the quarter that are for receivables that are 91 days to 180 days old
6. Total Receivables over 180 days, Moved to Long-Term
 - a. This amount is for receivables that were reported in the quarter's beginning balance as 91 to 180 days old but were not collected in the quarter.
 - b. These receivables are shown on RAR-1 under the "Moved to the Long-Term Receivables" column and also under the "Amount Moved from Current" column on RAR-2.
 - c. Should not be included in the Current Receivables ending balance and must be subtracted to arrive at the quarter's ending balance.
7. Quarter's Ending Balance – the current receivables that have not been collected during the quarter.
 - a. Ending balance must equal Columns 2 plus 3 less 4, 5, and 6
8. Amount Budgeted for Self-Generated – based on the current receivables' ending balance
 - a. The amount the agency is allowed to keep for current year operations when collected if receipt is in the same year that the revenue was earned.

9. Amount Estimated to be Retained by State General Fund – based on the current receivables’ ending balance
 - a. The amount that must be classified as Income-Not-Available and/or returned to the General Fund if the funds were collected by the report date.
10. Amount Due to the Federal Government – based on the current receivables’ ending balance
 - a. The amount that must be returned to the Federal Government when collected.
11. Amount Due to the Other – based on the current receivables’ ending balance
 - a. The amount that must be returned to “Other” such as Statutorily Dedicated Funds when collected.
12. **Important Note:** The amount reported under Amount Budgeted for Self-Generated, Amount Estimated to be Retained by State General Fund, Amount Due to the Federal Government, and Amount Due to Other **must equal** the quarter’s ending accounts receivable balance.

**RAR-2 FORM
LONG-TERM RECEIVABLES
(181 DAYS UP TO 3 YEARS)
INSTRUCTIONS**

1. Type of Revenue Source – identify the revenue source by name for your agency such as, but not limited to, taxes, licenses, fees, local government reimbursement, repayment of loans and notes, fines, NSF checks, sales of goods and services, etc.
*******Do not use the Means of Financing as a type of revenue source.*******
Note: (a) Renewals of fees and licenses are not accounts receivables.
(b) Citations are accounts receivables.
2. Balance over 180 days old – long-term receivables that are 181 days up to 3 years old.
 - a. Use prior quarter’s ending balance – consists of receivables that were reported on the prior quarter’s RAR-2 form.
3. Amount Moved from Current – represents Additions to Long-Term Receivables
 - a. This amount is for receivables that were reported in the quarter’s beginning balance as 91 to 180 days old on the Current Receivable form (RAR-1) and remains uncollected.
 - b. These receivables are now reported on the Long-Term Receivables worksheet under the “Amount Moved from Current” column.
 - c. The receivables are included in the Long-Term ending balance calculation.
4. Collections – amounts collected that are for receivables that are 181 days or older during the quarter.
5. Write-Offs – amounts that are written off during the quarter because the receivable is no longer collectible.
 - a. Must give a **detailed explanation** for the write off on RAR-3 according to the type of revenue source.
6. Amount Transferred to Outside Collections – receivables that were not collected within the designated time period – up to 3 years.
 - a. These receivables are transferred to an outside collection agency for more aggressive collection process.
 - b. Collection agency will be either the Attorney General’s Office, a central government collection unit, or a private collection agency.
7. Ending Balance – the long-term receivables that have not been collected during the quarter.
 - a. Ending balance must equal column 2 plus 3 less 4, 5, and 6
 - b. The ending balance includes receivables that are 181 days up to 3 years old.
 - c. Does not include Amount Transferred to Outside Collections.
 - d. Receivables older than 3 years must not be shown in this report and must not be included in this ending balance.

8. Amount Budgeted for Self-Generated – based on the long-term receivables ending balance
 - a. The amount the agency is allowed to keep for current year operations when collected in the same fiscal year that the revenue is earned.
9. Amount Estimated to be Retained by State General Fund – based on the long-term receivables ending balance
 - a. The amount that must be classified as either Income-Not-Available or returned to the General Fund if funds were collected by the report date.
10. Amount Due to the Federal Government – based on the long-term receivables ending balance
 - a. The amount that must be returned to the Federal Government when collected.
11. Amount Due to Other – based on the long-term receivables ending balance
 - a. The amount that must be returned to “Other” such as Statutorily Dedicated Funds when collected.
12. **Important Note:** The amount reported under Amount Budgeted for Self-Generated, Amount Estimated to be Retained by State General Fund, Amount Due to the Federal Government, and Amount Due to Other **must equal** the quarter’s accounts receivable ending balance.

**RAR-3 FORM
WRITE-OFF DETAILS
INSTRUCTIONS**

1. Type of Revenue Source – identify the revenue source by name for your agency such as, but not limited to, taxes, licenses, fees, local government reimbursement, repayment of loans and notes, fines, NSF checks, sales of goods and services, etc. *******Do not use Means of Financing as a type of revenue source.*******
2. Amount – the dollar amount written off during the quarter
 - a. Total must agree to the “Write-off” on the Long-Term Receivable report.
3. Reason for Write-off – the **specific** reason for writing the accounts receivable off such as bankruptcy, death, etc.

**AFFIDAVIT
INSTRUCTIONS**

1. The purpose of this form is to certify that the information provided accurately represents accounts receivable amounts owed to the State.
2. The affidavit must be signed and notarized by a notary.
3. The person responsible for completing the affidavit must sign and date the form. Please include a phone number.