


PROCEDURE MANUAL

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		Last Revision Date: 12/15/14	
		Effective Date: 11/01/08	
Section		Subject	Title Accounts Receivable Allowance/Write-Off

I Delinquent account receivables (defined as not having been paid after their due date) shall be 100% reserved as of June 30th for balances initiated in previous year Spring semester and beforehand or two (2) years and older from the due date that are not written-off. An adjustment to the Allowance for Doubtful Receivables will be made in Banner by the Comptroller or designee as part of the year-end processes.

II After making reasonable efforts to collect from the student, outstanding debts for up to ninety (90) days after the account becomes delinquent, the Comptroller’s Office will refer all students with unliquidated College debts to Louisiana’s Office of Debt Recovery (ODR) for additional collection efforts; notice of these measures will be given to the student at this time in accordance with the Agency Participation Agreement signed between the College and the ODR.

III When it is determined that a debt is uncollectible, action will be taken to write off the account as uncollectible. Actual write offs of delinquent accounts shall be made at the end of no more than the third (3) year. Collection efforts to obtain the debt will continue until the statute of limitations established by the state overturns this debt completely.

IV Vice Chancellor of Finance and Administration or designee’s approval shall be obtained prior to writing off the account as uncollectible.

The Office of Admissions/Registrar will not release student transcripts, diplomas, and certificates of completion, degrees or final grades until student clears all financial obligations.

In accordance with LRS 39:79, community college shall submit a report regarding debts and receivables owed to the Office of Statewide Accounting and Reporting Policy on a quarterly basis. A copy of the quarterly reports shall also be provided to the Vice-President of Finance, Administration and MIS of the LCTCS system office at the time they are submitted to the Office of Statewide Accounting and Reporting Policy.

Additionally, any single account to be written off that is greater than \$5,000 shall be reported to the President of the LCTCS.

All recording of accounts receivable, allowances and write-offs should be in accordance with generally accepted accounting procedures and those of the state.