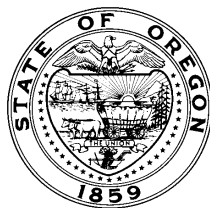


**Report on
Liquidated and Delinquent
Accounts Receivable
June 30, 2004**



Legislative Fiscal Office
December 2004

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December 15, 2004

To the Members of the Seventy-Second Oregon Legislative Assembly:

Enclosed is a compilation of the reports on liquidated and delinquent accounts receivable that were submitted to the Legislative Fiscal Office in accordance with ORS 293.229. The statute requires state agencies to report on the status of their liquidated and delinquent accounts each fiscal year. The same statute requires our office to compile these reports into one summary for the Legislative Assembly. This is the fifth report required under the statute.

Ken Rocco
Legislative Fiscal Officer

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Introduction and Background

Introduction

During the 1999 legislative session, House Bill 3509 was introduced to provide statutory guidance to state agencies on the collection of past due accounts. The bill amended Chapter 293, Oregon Revised Statutes, *Administration of Public Funds*. The statute requires state agencies (with some identified exceptions) to turn over to the Department of Revenue, or to private collection agencies, liquidated and delinquent accounts for which no payment had been received within a year. Legislation passed during the 2003 session now requires agencies to turn the accounts over for collection if no payment has been received within 90 days.

Further, the statute requires annual reporting of liquidated and delinquent accounts to the Legislative Fiscal Office. The Legislative Fiscal Office is required to compile the reports and issue one report to the Legislative Assembly. This is the fifth report under the statute.

Reporting under the statute

Each state agency must submit to the Legislative Fiscal Office by October 1 of each fiscal year, “a report that describes the status of that agency’s liquidated and delinquent accounts and efforts made by that agency to collect liquidated and delinquent accounts during the previous fiscal year.” [ORS 293.229(1)] Definitions used and instructions for reporting are included as Appendix 5 and Appendix 6, respectively.

This year, 19 agencies failed to report. (See Appendix 3)

Implementation of the statute

The Department of Administrative Services, State Controllers Division has taken the lead to implement the statute. It staffs the Accounts Receivable Core Committee which brings together state agencies to develop and maintain policies and procedures. Updated policies and procedures are incorporated in the Oregon Accounting Manual. The Committee also provides a forum for consensus building and serves as a means of communicating progress throughout state government.

The Division has a website to provide updated information on collection of receivables by state agencies, located at <http://www.oregon.gov/DAS/SCD/SRS/arcc.shtml>. It also uses the information provided by agencies (and included in this report) to analyze state collection data. Its analysis is included in the State Controllers Division Accounts Receivable Core Committee Strategic Plan.

Acknowledgements

The Legislative Fiscal Office would like to acknowledge the following contributors to this effort:

- the Department of Administrative Services, State Controllers Division for providing staff support;
- members of the Accounts Receivable Core Committee for their help in updating instructions for reporting;
- the Information Systems staff of Legislative Administration who made it possible for the information to be submitted via the Internet; and
- the Department of Administrative Services, Information Resources Management Division for providing a secure host for input of the required information.

Results of Reporting

Summary of reporting results

This report accounts for 144 separate state agencies and programs. Agencies were notified of reporting requirements via the Accounts Receivable Core Committee and statewide email. The Department of Administrative Services, State Controllers Division maintains a website for this project, also located at <http://www.oregon.gov/DAS/SCD/SRS/arcc.shtml>. The reporting instruction manual was updated and a training session was conducted.

Summary of Agency Reporting June 30, 2004		
Agencies reporting no accounts	55	38.2%
Exempt agencies not reporting	16	11.1%
Agencies that did not report	19	13.2%
Agencies reporting accounts	54	37.5%
Total	144	100.0%

Summary of liquidated and delinquent accounts receivable

Presented below is the summary of liquidated and delinquent accounts that agencies reported to the Legislative Fiscal Office. A number of agencies reported that they had no such accounts. A list of the agencies that reported activity during the year on liquidated and delinquent accounts and their outstanding balances is included as Appendix 1 to this report. A list of agencies reporting no liquidated and delinquent accounts is included as Appendix 2.

Liquidated and Delinquent Accounts June 30, 2004		
	Number of Accounts	Dollar Value of Accounts
1. Beginning Balance	1,302,571	\$ 1,299,788,836
2. Additions	466,061	861,299,575
3. Collections		(251,911,889)
4. Account Closed	(408,156)	
5. Write-Offs	(44,953)	(70,650,925)
6. Adjustments		(83,431,561)
7. Reversals	(101,707)	(257,764,282)
8. Ending Balance	1,213,816	\$ 1,497,329,754

Because collections and adjustments (lines 3 and 6, page 3) could have been made on accounts that are either still open, closed, or subsequently written off, only the dollar amounts of collections and adjustments were reported. Similarly, only the number of accounts that were closed are reported on line 4. Reversals are accounts previously reported as delinquent and liquidated, but have now changed status. The instructions for reporting provided descriptions of information to be included on each reporting line. For additional information, please see the instructions provided in Appendix 6.

A breakdown of the reported balances outstanding by fund type is presented below.

Liquidated and delinquent accounts receivable by fund type

Fund Type	Dollars	%
General Fund	\$ 440,712,157	29.4%
Lottery Funds	227,375	0.0%
Other Funds	531,187,482	35.5%
Other Funds Pass-Through	285,655,283	19.1%
Federal Funds	239,547,457	16.0%
Total	\$ 1,497,329,754	100.0%

Of the \$441 million General Fund balance, the Department of Revenue accounted for \$418 million. The Judicial Department, the Justice Department, and the Department of Consumer and Business Services reported significant Other Funds outstanding. Additionally, the Judicial Department reported \$141 million Other Funds Pass-Through. The Oregon Student Assistance Commission and the Justice Department also reported \$97 and \$47 million of Other Funds Pass-Through, respectively. The Justice Department, Oregon University System, and the Employment Department accounted for most of the Federal Funds outstanding. The Lottery Commission reported the Lottery Funds receivables.

Agencies that did not report

This is the second year that agencies required to report did not submit reports. Last year, eight agencies failed to report. This year, the number of agencies that failed to report increased to 19. Agencies required to report, but did not report, are listed in Appendix 3.

Five of the 19 agencies have not reported for two years now. The statute is silent about consequences of non-reporting.

Agencies exempt from reporting

Certain state agencies are exempt from ORS 293. The State Accident Insurance Fund Corporation is exempt from Chapter 293, except for ORS 293.240, which establishes the process for writing off uncollectible accounts. The Oregon Health and Science University Public Corporation is exempt as its enabling legislation states that the university “shall not be considered...a state agency for purposes of state statutes.”

Many commissions and boards also claim exemption from the reporting requirement because of the placement of House Bill 3509 in the Oregon Revised Statutes. Since the reporting requirement was codified in ORS 293.229, any state agency whose enabling legislation exempted it from a range of sections of ORS 293 that included ORS 293.229 would be exempted from reporting their liquidated and delinquent accounts receivable.

The Department of Administrative Services, State Controllers Division reviewed applicable statutes to determine whether agencies properly claimed statutory exemption from reporting. A list of agencies that did not report because they are exempt is included as Appendix 4 to this report.

Collections by Department of Revenue

Activities resulted in total collections of \$29.3 million

ORS 293.231 requires that accounts be turned over to the Department of Revenue or private collection agencies for collection. Presented here is summary information on accounts turned over to the Department of Revenue by agencies that reported.

	Number of Accounts	Dollar Value of Accounts
Beginning Balance	324,225	\$ 199,620,826
Additions		101,669,024
Collections		(21,232,492)
Returned		(78,014,427)
Accounts Outstanding	296,749	\$ 202,042,931

Agencies have reported that \$21.2 million of liquidated and delinquent receivables were collected by the Department of Revenue. The Department of Revenue reports that its collection activities resulted in total collections of \$29.3 million for state agencies.

The Department of Revenue has a statutory Collections Unit that can be used by state agencies to assist in collection efforts. During the year, the Department of Revenue reports that it collected \$17.9 million using collection activities like those used by private collection agencies.

Additionally, the Department of Revenue may collect, on behalf of agencies, from “any refunds or sums due to the debtor from the Department of Revenue or any other state agency.” During the fiscal year ended June 30, 2004, the Department collected \$11.4 million by offsetting 62,500 different accounts.

Collections by private collection agencies

Prior to the statutory change on liquidated and delinquent accounts, the use of private collection agencies was allowed, but not mandatory. Now agencies must turn over liquidated and delinquent accounts to the Department of Revenue or to private collection agencies for collection. The statute also requires agencies to report on the accounts turned over to private collection agencies. Presented here is a summary of accounts turned over to private collection agencies for the year that ended June 30, 2004.

	Number of Accounts	Dollar Value of Accounts
Beginning Balance	400,735	\$ 316,347,131
Additions		163,373,335
Collections		(11,759,793)
Returned		(84,201,120)
Accounts Outstanding	506,536	\$ 383,759,553

Exempt accounts

Not all accounts can be transferred to the Department of Revenue or to private collection agencies. There may be federal or state statutory or regulatory prohibitions that would cause them to be exempt from transfer. Specific exemptions are codified in ORS 293.231(6)(a) through (i). If other state or federal laws exempt agencies from turning over accounts for collections, ORS 293.231(5) applies. The number and dollar value of the statutorily exempt accounts are presented on the next page.

ORS 293.233 allows exemptions to be established administratively by the Department of Administrative Services. These are set forth in the Oregon Accounting Manual (OAM), referenced as OAM 35.30.20.PO.114(j) through (r). Presented on the next page is summary information on accounts reported as administratively exempt from transfer for collection.

**Accounts Reported as Exempt from Requirement to Turn Over for Collection
June 30, 2004**

	Number of Accounts	Dollar Value of Accounts
Statutorily exempt		
Under ORS 293.231(6), sub		
a) consensual security interest	554	\$ 9,570,073
b) court ordered judgement	514	6,734,467
c) litigation, bankruptcy, mediation, etc.	10,095	67,880,735
d) student loan of a student attending school	0	0
e1) state agency receivables	163	521,173
e2) federal or local government receivables	1,736	3,857,945
f) hospitalized debtor	7,723	20,248,720
g) imprisoned debtor	549	1,219,308
h) account less than \$100	21,706	1,691,723
i) loss of federal funds or federal program funds	2,282	3,876,703
Subtotal statutorily exempt	45,322	\$ 115,600,847
Administratively exempt		
Under OAM 35.30.20.PO.114, sub		
j) debtor hardship	2,192	\$ 8,275,523
k) non-consensual lien	370	6,901,082
l) secured by bond	11	85,976
m) payment on multiple accounts within 1 year	1,594	3,617,516
n) DAS petition approved exemptions	15,818	172,438,579
o) ORS Chs. 825, or 826 related to a motor carrier	2	145
p) wage garnishment or order prevents	2,235	23,609,421
q) spousal or child support (see Note below)	84,310	335,409,846
r) not income-producing and no assets	417	5,105,462
Subtotal administratively exempt	106,949	\$ 555,443,550
Total exemptions June 30, 2004	152,271	\$ 671,044,397

Of the total \$1.5 billion liquidated and delinquent accounts reported, 45% (\$671 million) were classified as exempt from the statutory requirement to be turned over for collection. Of the \$671 million exempt, \$555.4 million, or 83%, were reported as administratively exempt. Of those administratively exempt, \$172.4 million, or 31%, are exempt through specific request by the Department of Revenue. Most of these are delinquent personal income taxes.

Note: At June 30, 2002, the Department of Human Services reported 26,274 accounts amounting to \$181.3 million as exempt because they were accounts for spousal or child support. The Department did not report these types of accounts at June 30, 2003. Subsequently, the Department determined that it should have reported \$116.3 million as exempt in this category.

Effective July 1, 2003, responsibility for reporting and managing these accounts was transferred to the Department of Justice. The Department of Justice properly reported the accounts and balances of these types of accounts that were exempt from the requirement to be turned over for collection as of June 30, 2004.

Appendix 1

Agencies reporting accounts

Agency	Total Accounts	Total Dollars
Accountancy, Board of	28	\$ 428,729
Administrative Services, Department of	613	2,594,175
Agriculture, Department of; and Commodity Comm	73	98,449
Aviation, Department of	4	4,080
Blueberry Commission, Oregon	1	169
Chiropractic Examiners, Board of	4	23,046
Clover Commission, Oregon	1	2,336
Construction Contractors Board	1,907	6,606,730
Consumer and Business Services, Department of	15,961	45,826,960
Economic Development Department	97	3,405,485
Employment Department	25,262	52,855,000
Energy, Department of	2	22,559
Environmental Quality, Department of	696	3,249,763
Fair and Exposition Center, Oregon State	3	4,325
Forestry, Department of	58	95,508
Government Standards and Practices Commission	24	166,608
Hazelnut Commission, Oregon	1	8,989
Health Licensing Office	350	290,893
Highland Bentgrass Commission, Oregon	1	541
Housing and Community Services Department	195	658,660
Human Services, Department of	2,533	7,245,411
Insurance Pool Governing Board	15	3,184
Judicial Department	884,078	439,368,550
Justice Department	84,956	347,244,890
Labor and Industries, Bureau of	65	1,790,766
Lane County Local Gov't Boundary Commission	15	15,263
Legislative Administration Committee	6	4,035
Liquor Control Commission, Oregon	1,527	81,103
Lottery Commission, Oregon State	40	227,375
Marine Board	35	1,739
Medical Examiners, Board of	4	28,078
Military Department	12	8,007
Mortuary and Cemetery Board	16	518
Naturopathic Examiners, Board of	1	70
Nursing, Board of	42	27,498
Orchardgrass Seed Producers Commission, Oregon	1	5,942
Oregon University System	26,379	37,291,980
Oregon Youth Authority	25	15,237
Parks and Recreation Department	3,060	107,827
Police, Department of State	317	169,816
Public Employees Retirement System	347	1,132,028
Public Utility Commission	78	12,594

Racing Commission	12	1,600
Radiologic Technology, Board of	2	1,204
Real Estate Agency	15	316,315
Revenue, Department of	123,167	432,067,462
Ryegrass Growers Seed Commission, Oregon	1	17,562
Secretary of State	148	89,671
State Lands, Department of	4	1,013
Student Assistance Commission, Oregon	9,643	96,592,343
Tax Practitioners, Board of	34	198,907
Transportation, Department of	31,908	16,813,674
Veterans' Affairs, Department of	34	89,133
Water Resources Department	14	15,954
Total	1,213,815	\$1,497,329,754

Appendix 2

Agencies reporting no accounts

Albacore Commission, Oregon
Alfalfa Seed Commission, Oregon
Asian Affairs, Commission on
Bartlett Pear Commission, Oregon
Beef Council, Oregon
Black Affairs, Commission on
Blind, Commission for the
Capitol Planning Commission
Children and Families, Commission on
Clinical Social Workers, Board of
Columbia River Gorge Commission
Cosmetology, Board of
Counselors and Therapists, Board of Professional
Criminal Justice Commission
Dentistry, Board of
Dieticians, Board of Licensed
Dispute Resolution Commission
District Attorneys and Their Deputies
Dungeness Crab Commission, Oregon
Employment Relations Board
Fryer Commission, Oregon
Governor, Office of the
Hispanic Affairs, Commission on
Hop Commission, Oregon
Investigators, Board of
Land Conservation and Development, Department of
Land Use Board of Appeals
Legislative Assembly
Legislative Commission on Indian Services
Legislative Counsel Committee
Legislative Fiscal Office
Legislative Revenue Office
Long-Term Care Ombudsman
Mint Commission, Oregon
Nursing Home Administrators, Board of Examiners of
Occupational Therapy Licensing Board
Pharmacy, Board of
Potato Commission, Oregon
Processed Vegetable Commission, Oregon
Psychologist Examiners, Board of
Public Defense Services Commission
Public Safety Standards and Training, Department of
Raspberry and Blackberry Commission, Oregon

Salmon Commission, Oregon
Sheep Commission, Oregon
Speech-Language Pathology and Audiology, Bd of Examiners for
Strawberry Commission, Oregon
Sweet Cherry Commission, Oregon
Trawl Commission, Oregon
Treasurer of State
Veterinary Medical Examining Board
Water Resources Loan Program
Watershed Enhancement Board, Oregon
Wheat Commission, Oregon

Appendix 3 Agencies that did not report

Community Colleges and Workforce Development, Department of
Corrections, Department of
Court Procedures, Council on
Dairy Products Commission, Oregon
Disabilities Commission, Oregon
Education, Department of
Facilities Authority
Fish and Wildlife, Department of
Forest Resources Institute, Oregon
Geology and Mineral Industries, Department of
Grains Commission, Oregon
Judicial Fitness and Disability, Commission on
Library, Oregon State
Onion Commission, Western Oregon
Parole and Post-Prison Supervision, Board of
Psychiatric Security Review Board
Tall Fescue Commission, Oregon
Teacher Standards and Practices Commission
Women, Commission for

Note: Five of the 19 also did not report in 2003. They are the Council on Court Procedures, Commission on Judicial Fitness and Disability, Department of Education, Oregon Grains Commission, and Western Oregon Onion Commission.

Two agencies reported liquidated and delinquent accounts in 2003. They are the Department of Corrections and Department of Fish and Wildlife.

The other 12 agencies that did not submit reports in 2004 reported “Nothing to Report” in 2003.

Appendix 4

Agencies exempt from reporting

Agency	Exempting Statute
Appraiser Certification and Licensure Board	ORS 674.349
Architect Examiners, Board of	ORS 182.460
Children's Trust Fund of Oregon Board	ORS 182.460
Examiners for Engineering and Land Survey, Board of	ORS 182.460
Film and Video Office, Oregon	ORS 284.375
Geologist Examiners, Board	ORS 182.460
Landscape Architects Board	ORS 182.460
Landscape Contractors Board	ORS 182.451
Massage Technicians, Board of	ORS 182.451
Optometry, Board of	ORS 182.460
Oregon Corrections Enterprises	ORS 421.352
Oregon Health and Science University	ORS 353.100
Physical Therapist Licensing Board	ORS 182.451
State Accident Insurance Fund	ORS 656.753
Travel Information Council	ORS 377.836
Utility Notification Center, Oregon	ORS 757.552(3)

Appendix 5

Definitions used in the reporting process

State agency – ORS 293 defines a state agency as “any officer, board, commission, department, division or institution in the executive or administrative branch of state government.”

Account – the debt relationship between a state agency and an individual or entity. Agencies may define “account” differently in their systems. For the purposes of this reporting requirement, a legal entity may have multiple debts with that agency. If treated in the agency’s system as the same account, it should be reported as one account in this report. If an agency treats each debt as a separate account and collects them separately, they may report them as separate accounts.

Delinquent – a delinquent account is defined as a receivable account for which payment has not been received by the due date. Most receivables have a specific due date. If any part of that debt is not paid by the due date, the account needs to be reported. Some debts do not have an obvious due date, such as overpayments. The due date for this debt may be determined by the agency. For example, the date on which the agency may start assessing interest or enforcing collection may be the best date to use. Accounts that are not yet due are not included in the report.

Liquidated accounts – are defined in the Oregon Accounting Manual (OAM). In general, a liquidated account is one where the exact past due amount is known, proper notification of the debt has been made to the debtor, and there has been a judgment, or a distraint warrant for taxes, or an administrative proceeding has established the debt, etc.

The definition provided in the Oregon Accounting Manual is included here.

For purposes of ORS 293.229 - .233 and ORS 293.250, a liquidated debt is one for which:

- a. An agency has determined an exact past due amount owing; and
- b. An agency has made a reasonable attempt to notify the debtor in writing of the amount owing and nature of the debt, and has requested payment; and
- c. The debt meets one of the following conditions: (See Note 1)
 1. Judgment has been entered on the debt.
 2. The debt is a tax debt for which a distraint warrant has been issued or the prerequisites of issuance have been met.
 3. Liability for, and the amount of, the debt have been established through an administrative proceeding.
 4. A non-complying employer’s debt for claim and administrative costs eligible for referral under criteria identified by the Department of Justice.
 5. (See Note 1) The debt arises from a promissory note.
 6. (See Note 2) The debt is an account stated under a preexisting written agreement between the agency and the debtor. A statement of account has been mailed or delivered to the debtor, and the debtor has not objected within a reasonable time, which should be specified by the agency. Example: A student signs a revolving

account agreement with the university, an invoice for a laboratory fee is mailed to the student and he or she does not object.

7. The debtor has, in writing, unconditionally acknowledged the debt, both as to liability and amount, or an agreement has been reached in writing between the agency and the debtor regarding the debt, both as to liability and amount. Once acknowledged, a debtor's claim of inability to pay does not, by itself, affect whether the debt is liquidated.
8. The amount due is derived by an arithmetical calculation of fees (including renewal fees), collection costs, charges, penalties, or the like, from a report or an application for a permit or license submitted by the debtor in accordance with a regulatory system administered by the agency, and the debtor has not disputed liability or the amount.
9. (See Note 2) Liability for a debt, but not its amount, has been established by an administrative or judicial proceeding, or by written acknowledgement of the debtor. The amount of the debt is determined by arithmetical calculation. The calculation has been mailed or delivered to the debtor in the manner of an account stated and the debtor has not objected within a reasonable time, which should be specified by the agency. Example: Balances due the Department of Consumer and Business Services for a non-complying employer as a result of an injury to a subject worker.

Note 1: For each delinquent account referred to the Collections Unit, the agency must specify which subsection .103 c. condition has been met. For c. 1-4 debts, the Collections Unit is authorized to utilize all potential collection tools, including warrants. For c. 5-9 debts, warrants cannot be issued. If warrant authority is necessary for effective collection, the debt must be returned to the agency for appropriate action to qualify the debt under subsections c. 1-4. In addition, if the debtor disputes whether a c. 5-9 debt is owing or liquidated, the debt will no longer be considered liquidated.

Note 2: Expiration of the time specified by an agency for objection to a billing, such as a c. 6 or 9 debt, does not necessarily extinguish the debtor's right to object. It means that the agency can act on the assumption the debtor does not dispute the debt. If the debtor thereafter disputes the debt, the debt will no longer be considered liquidated.

Appendix 6

Instructions for reporting

1. Beginning Balance

- 1A Enter the total number of liquidated and delinquent accounts as of July 1 of the reporting fiscal year. This number should equal the ending number of accounts (7A) from the previous year (unless this is the first report your agency is making).
- 1B Enter the dollar value of liquidated and delinquent accounts as of July 1 of the accounts reported in 1A. This includes the total debt that is liquidated and delinquent for the account. Debts include fees or any fines assessed. Include any penalties and interest that have been assessed on the principal debt. This number should equal the ending balance dollar value (7B) from the previous year (unless this is the first report your agency is making).

2. Additions

- 2A Enter the total number of accounts that became liquidated and delinquent since July 1 of the reporting fiscal year. Only include accounts that had not been included as liquidated and delinquent in the beginning balance. If an account became liquidated and delinquent after July 1 and the amount was also collected prior to June 30 of the fiscal year, **include that account**.
- 2B Enter the total dollar value of liquidated and delinquent amounts added during the fiscal year. Note – the total number of accounts may not increase but the dollar value may. For example, a small agency may have 50 liquidated and delinquent accounts valued at \$5000 at the beginning of the year. They may not add any new accounts. However, an account may incur additional debt, such as interest, which would increase the total dollar value.

3. Collections

- 3B Enter any amounts collected on any of the accounts included in the beginning balance or the additions during the fiscal year. Include amounts that were collected on accounts that became liquidated and delinquent (additions) during the period. **Do not use a minus (-) sign or brackets, collections defaults to a negative number.**

4. Accounts Closed

- 4A Enter the number of accounts from the beginning balance or additions that were collected or resolved in some manner. Include only accounts that no longer have a liquidated and delinquent balance. This would include accounts that became liquidated and delinquent during the period and then were closed because they were fully collected. They would also include accounts that were closed because a portion was collected and a portion was compromised or adjusted. The amount written off or adjusted would be included in 6B below. **Do not use a minus (-) sign or brackets, accounts closed defaults to a negative number.**

5. Write-Offs

- 5A Enter the number of accounts that had been liquidated and delinquent and then were written off during the fiscal year to close the accounts. **Do not use a minus (-) sign or brackets, the number of accounts defaults to a negative number.**
- 5B Enter the dollar value of liquidated and delinquent accounts that were written off during the fiscal year. **Do not use a minus (-) sign or brackets, the amount of write-offs defaults to a negative number.**

6. Adjustments

- 6B Adjustments can either increase or decrease debt. Enter any amounts that had been designated liquidated and delinquent that were later adjusted. Adjustments include accounts or amounts that were set up in error or abated (were determined not to be owed). **You must enter a minus (-) sign if adjustments reduce the amount of liquidated and delinquent account balances.**

7. Reversals

- 7A Enter the number of accounts reported as liquidated and delinquent on a prior report that need to be removed from liquidated and delinquent status. These can be accounts that were erroneously reported or that for some reason are again open for appeal. **Note: You should never have an entry in this field if this is the first report being made for this type of account.**
- 7B Enter the dollar value of the accounts being removed from liquidated and delinquent status. **Note: You should never have an entry in this field if this is the first report being made for this type of account.**

8. Ending Balance

- 8A No entry is required because this number is computed. Use this as a check against your total to ensure all data has been entered properly.
- 8B No entry is required because this number is computed. Use this as a check against your total to ensure all data has been entered properly.