



June 21, 2022

**M E M O R A N D U M**

**TO:** Jim Murdaugh, Ph.D.  
President

**FROM:** Barbara Wills, Ph.D.  
Vice President for Administrative Services and Chief Business Officer

**SUBJECT:** Accounts Receivable Write-Off

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**Item Description**

Request approval to write-off accounts receivables.

**Overview and Background**

Pursuant to Section 1010.03, Florida Statutes, the College is submitting for approval the accounts receivable write-off list for uncollected receivables recorded on or before February 2021. In each instance the receivable is at least a year old.

If the cumulative amounts due are more than \$249.99, the debt will be assigned to a collection agency for additional collection efforts.

**Funding/ Financial Implications**

The amount requested to be written off is 0.22% of total audited revenues for the fiscal year ended June 30, 2021. Accounts to be written off, totaling \$96,594.76, are summarized below.

<b>RECEIVABLE TYPE</b>	<b>2017-2018 WRITE-OFF AMOUNTS</b>	<b>2018-2019 WRITE-OFF AMOUNTS</b>	<b>2019-2020 WRITE-OFF AMOUNTS</b>	<b>2020-2021 WRITE OFF AMOUNTS</b>
Student Debt	\$4,679.66	\$12,372.88	Waived through 2022	Waived through 2022
Veteran's Deferment	\$21,594.92	\$33,025.20	Waived through 2022	Waived through 2022
Financial Aid	\$181,591.88	\$172,196.24	Waived through 2022	Waived through 2022
Contracts & Third-Party Debt	\$39,191.31	\$63,161.95	\$0	\$96,594.76
<b>TOTAL WRITE-OFF</b>	<b>\$247,057.77</b>	<b>\$281,056.27</b>	<b>\$0</b>	<b>\$96,594.76</b>

**Past Actions by the Board**

Board action in June 2021 waived Policy 09-03, Receipts and Disbursements from Fall 2020 through Spring 2022.

**Recommended Action**

Authorize write-off of accounts receivables