

Financial Affairs  
Richard H. Hinds, Chief Financial Officer

**SUBJECT: ACCOUNTS RECEIVABLE WRITE-OFF REQUEST**

Generally accepted accounting principles require that when the value of an asset is impaired, it should be removed from the accounting system utilized in the preparation of financial statements. In addition, the district's independent auditors have requested these receivables to be removed from our financial records.

In accordance with School Board Rule 6Gx13-3E-1.26, and the recommendation of the external auditors, the Office of Accounting is requesting authorization from The School Board of Miami-Dade County, Florida, to remove accounts receivable deemed uncollectible from the general ledger for amounts that amount to five hundred (\$500) or greater owed by agencies/associations and two hundred (\$200.00) or greater owed by individuals, after two years of non-collection activity.

Exhaustive collection efforts have been made in conjunction with the Accounts Payable Department and/or the Payroll Department to ascertain that The School Board of Miami-Dade County, Florida, does not currently have any amounts payable to the agency/association or individual, whether arising from a vendor/supplier relationship, former employee relationship or otherwise.

The elimination of an uncollectible account receivable from the accounting records does not preclude continuing collection efforts, to the extent deemed practicable under the circumstances. A Request for Proposal was recently issued to engage a collection agency that will continue collection efforts for the written-off amounts.

The elimination of an uncollectible account receivable is not a forgiveness of debt. Vendors and individuals from whom accounts receivable have been declared uncollectible shall not be considered for future business or employment with the School Board until restitution has been made or agreed to.

**RECOMMENDED:** That The School Board of Miami-Dade County, Florida, authorize the Superintendent to remove from the accounting records the outstanding accounts receivable balances owed by agencies/associations and by individuals.

RHH:egc