

<b>FINANCE</b>  <b>PROCEDURE</b>  <b>MANUAL</b>	<b>TITLE:</b> Write-Offs	
	<b>NUMBER:</b> FIN-SAS-020	<b>VERSION:</b> 02
	<b>ISSUED DATE:</b> 3/5/2010	<b>REVISION DATE:</b> 3/26/2024

➤ **Purpose:**

In accordance with Generally Accepted Accounting Principles (GAAP) and Board Policy 6Hx-18 4.50 Delinquent Accounts, the College reviews account balances or receivables of amounts owed that are over one year and above certain dollar threshold. If a reasonable attempt has been made for collection and it is deemed to be uncollectible, a compilation and analysis will be reviewed by Executive Management and determined to be presented to the District Board of Trustees as Board Agenda Item.

➤ **Definitions:**

**Workday:** The online Enterprise Resource Planning (ERP) system used to track and maintain operations at the College including financial, student, and payroll/personnel records.

**Receivable:** Generally refers to money owed to the College for goods/services provided.

**Write-offs:** Any receivable balance that is deemed to be uncollected after a reasonable attempt has been made to collect. The receivable is reduced to zero and removed from the College's balance sheet.

➤ **Responsibility:**

**Student Account Services Director:** Prepares detailed list of potential write-offs.

**Controller and Vice President of Finance:** Review accounts and analysis of potential write-offs to prepare and Board Agenda that will be submitted to the District Board of Trustees.

**District Board of Trustees:** Approves write-offs.

➤ **Procedure Details:**

1. Student Account Services Director and Accountant reviews a detailed subsidiary listing of any uncollected accounts to be presented for write-off:
  - a. Amounts in excess of \$50.00 and over 2 years old from the original date of the receivable to the write-off date.
  - b. Amounts up to \$50.00 and over 1 year old from the original date of the receivable to the write-off date.
2. Write-off date is determined based on presentation to the Board of Trustees.
3. Student Account Services Director submits a detailed list of uncollected accounts to the Board of Trustees for approval.
4. Upon approval, the receivable is written-off in the College's Workday system, and the appropriate accounting entries are made.
5. The amount written-off is maintained as part of the educational debt owed by the student or payee in the form of a student registration hold.
  - a. The student or customer accounts are placed on hold until paid or cleared by legal requirements such as bankruptcies.
  - b. Student accounts on hold will not allow future registrations.

➤ **References:**

Florida Statutes: 1010.03

<http://www.flsenate.gov/statutes/>

Florida Statutes: 1001.64

<http://www.flsenate.gov/statutes/>

Florida Statutes 1001.65

<http://www.flsenate.gov/statutes/>

College Board Policy: 6Hx-18-4.50

<http://www.palmbeachstate.edu/boardoftrustees/documents/BoardPolicies/Section4/4.50.pdf>