

FINANCE PROCEDURE MANUAL	TITLE: Write-Offs	
	NUMBER: FIN-SAS-020	VERSION: 01
	ISSUED DATE: 3/5/2010	REVISION DATE: 7/3/2012

➤ **Purpose:**

The College writes-off amounts owed which are deemed to be uncollectible after a reasonable attempt has been made for collection.

➤ **Definitions:**

Obligation: An amount owed to the College that is recorded when paid.

PantherNet: 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 Manager: Prepares detailed list of potential write-offs.

Board of Trustees: Approves write-offs.

➤ **Procedure Details:**

1. Student Account Services Manager reviews a detailed subsidiary listing of any uncollected accounts to be presented for write-off:
 - a. Amounts in excess of \$10.00 and over 2 years old from the original date of the receivable to the write-off date.
 - b. Amounts up to \$10.00 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 Manager 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 PantherNet 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 an obligation.
6. The College continues to collect amounts written-off in the form of an obligation.
 - a. The College does not actively pursue obligations.
 - b. The student/customer accounts are placed on hold until paid, or cleared by legal requirements such as bankruptcies.
 - c. Accounts on hold will not allow future registrations or release of transcripts.

➤ **References:**

Florida Statutes: 1010.03

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

1001.64

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