



**BETTY T. YEE**  
**California State Controller**  
State Accounting and Reporting Division

**State Department Accounts Receivable Management Representation and Certification**  
**Fiscal Year 2022-23**

Instructions:

1. Print this form and complete the department name and organization code(s) below.
2. Read certification carefully.
3. Have the department director sign and date.
4. Submit the signed original by June 30<sup>th</sup> to:

State Controller's Office  
State Accounting & Reporting Division  
Attn: Discharge from Accountability  
P. O. Box 942850  
Sacramento, CA 94250-0001

Additional information:

State Administrative Manual (SAM) sections  
8291-8296 and 8790.

Government Code (GC) sections  
12433-12439 and 16580-16586.

Department of Finance Accounts Receivable Toolkit  
[http://dof.ca.gov/Accounting/Policies\\_And\\_Procedures](http://dof.ca.gov/Accounting/Policies_And_Procedures).

State Controller's Office  
Phone: (916) 322-7451  
Email: SARDDischarge@sco.ca.gov

Department Name: \_\_\_\_\_ Organization Code(s): \_\_\_\_\_

As the department director, I am responsible for adopting sound accounting and collection processes to ensure that revenues or money owing to the state for any reason are collected to the fullest extent possible. I am also responsible for ensuring that the above named state department conforms to all legal and regulatory requirements and adheres to the accounting and collection procedures in accordance with SAM sections 8291-8296 and 8790; GC sections 12433-12439 and 16580-16586; and the Accounts Receivable Toolkit.

This letter affirmatively represents that the state department listed above:

1. Records all amounts owed to the department in the department's accounting system within 30 days of the date that the accounts receivable arose.
2. Notifies the debtor in writing of the amount due within 30 days after the date that the accounts receivable arose.
3. Determines that no credit exists against which the debt can be offset.

4. Attempts to acquire a current address when the address of the debtor is unknown.
5. Sends a sequence of three billing letters at a minimum of 30-day intervals.
6. Initiates one or more of the following actions based on a cost benefit analysis to determine the most efficient and effective collection method:
  - a. Offset Procedures – An offset, is the interception and collection from amounts owed by other state departments to the debtor (See SAM section 8790).
  - b. Court Settlements – There may be instances where it would be cost effective for departments to seek court judgments against debtors. Departments should consider the possibility of filing action in small claims courts. For larger sums, departmental counsel should be consulted for advice.
  - c. Collection Agencies – Departments may consider contracting with another department that has a collection unit or with an outside collection agency.
7. Performs additional collection actions if deemed legally appropriate:
  - a. Withhold permits, licenses, registrations, and/or services.
  - b. File a lien and/or levy.
  - c. Filing a creditor’s claim in bankruptcy.
  - d. Filing a claim against a decedent’s estate.
  - e. Contact by telephone and maintain a call log.
  - f. Contact by e-mail.
  - g. Adhere to statute of limitations for specific receivables.
8. Submits discharge from accountability requests only when all reasonable collection efforts are exhausted, the debt is determined to be uncollectable, and the amount of the debt does not justify the cost of further collection actions.

\_\_\_\_\_  
FOR QUESTIONS CONTACT

\_\_\_\_\_  
PHONE NUMBER

Sincerely,

\_\_\_\_\_  
DEPARTMENT DIRECTOR SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
PRINTED TITLE