

## 2018 Agency Debt Collection Report

### Proviso 117.34

In order to ensure accurate reporting for agency comparison, submit only the total amount of outstanding receivables still on agency books, which are 60 days or older as of December 31, 2018.

DO NOT INCLUDE DEBT PREVIOUSLY WRITTEN-OFF.

**Agency Name/Number: FORESTRY COMMISSION/P120**

**Contact Person/Position: JANE LENEAVE/ACCOUNTING SUPERVISOR**

**Email address: JLENEAVE@SCFC.GOV**

**Phone Number: 803-896-8839**

Total agency receivables (to include those that are past due) as of 12/31/18	\$ 28,353.00
Total agency receivables 60 days, or older, as of 12/31/2018 (see chart below for a breakout of receivables)	\$ 19,303.00
Total amount of debt written off by agency during calendar year 2018. (DO NOT INCLUDE IN ABOVE TOTAL)	\$ 2,862.50

<b>Categorization of Debt</b> <i>(Add lines as needed)</i>	
Student Receivables	\$
Loans Receivables	\$
Departmental Receivables (Non-governmental: Contracts, grants, other entities, foundations)	\$
Fees and Fines	\$
Returned Checks	\$
Patient Receivables	\$
Other (please specify): FRP OVERPAYMENT	\$ 6,750.00
Other (please specify): SELL OF SERVICES	\$ 1,782.50
Other (please specify): EQUIPMENT RENTAL	\$ 2,120.00
Other (please specify): FIREBREAKS	\$ 5,737.50
Other (please specify): PRESCRIBED BURN	\$ 2,913.00

Does the agency participate in the Worthless Check Program through the Circuit Solicitor's Office? (Choose One)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Does the agency use the DOR set-off program? (Choose One)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Does the agency use the DOR GEAR program? (Choose One)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Does the agency use outside collection agencies? (Choose One)	Yes ___	No <u>X</u>
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Please answer the following questions to develop ‘lessons learned’ and statewide trends to be shared, **without attribution**, with all agencies.

- **Biggest issues the agency faces with collection of aged receivables:**  
Customers do not want to provide SS numbers, unable to submit to DOR without tax ID numbers.
- **Agency practices for collections that have proven effective:**
- **Feedback on DOR’s Collection programs or Solicitor’s Worthless Check Units, if applicable:**

**Summary of collection practices (Required by proviso):**

In order to assist other agencies with collection efforts, provide a summary of collection practices and aged date each step is implemented. If known, an approximate percentage of recovery at each phase.

**Narrative to explain uniqueness of agency receivables categories or collection efforts (Optional):**

The South Carolina Forestry Commission considers an invoice to be outstanding at 30 days old. At this point a notice is sent requesting payment. After the invoice becomes over 60 days old a second notice of the invoice is sent with a letter which stipulates that the account will be turned over to the Dept. of Revenue for debt set-off if payment is not received within 30 days of the date of the letter. In October a letter is sent stating that any refund of their State Income Tax return will be set-off against satisfying the debt. If there is no response by letter or by payment a final list is sent to the Dept. of Revenue in December to set off the debt using any future State Income Tax refund. Once a debt has been submitted to Dept. of Revenue debt set off with no recoupment they are submitted to the Dept. of Revenue GEAR Program. After 3 years, the debt is written off as uncollectible.