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DEPARTMENT OF ADMINISTRATION

Division of Accounts and Reports

INFORMATIONAL CIRCULAR NO: 97-A-005

DATE: April 18, 1997

SUBJECT: Reporting of Receivables

EFFECTIVE DATE: June 30, 1997

A & R CONTACT: Accounting Services (913) 296-3521

APPROVAL:

SUMMARY: Reporting of Receivables and Revised DA-32 Form

The reporting of receivables on a monthly basis is no longer required. Starting with fiscal year 1997, reporting will be annually at fiscal year-end. The division is moving toward GAAP reporting for the State of Kansas Annual Financial Report. Inclusion of these receivables in the report will show what is due and owing to the state.

Procedures for the accounting of the receivables found in filing no. 8,001 in the Division of Accounts and Reports Policy and Procedure Manual remain the same except for the change in the reporting frequency and the due date for the report. The due date for the report will be the last working day in August and is to be submitted to the Financial Reporting Team in Accounting Services. Also, one of the most common asked questions is on the reporting of the National Direct Student Loans. Should they be reported and if so, report the entire receivable or just the delinquent portion only. The answer, the loans are to be reported with their entire receivable.

Attached is a copy of the revised DA-32 Form for the fiscal year-end reporting of the receivables. The major change is the placement of the fund number on top of the form. When reporting the receivables for your agency, we are requesting the receivables to be summarized by fund, class code, and source code.

SAM:DB:GB

Attachment