

# 2017 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, 2017.

DO NOT INCLUDE DEBT PREVIOUSLY WRITTEN-OFF.

**Agency Name/Number:** SC Department of Labor, Licensing & Regulation/R36

**Contact Person/Position:** Laura Pace/Director of Finance

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Total agency receivables (to include those that are past due) as of 12/31/17	\$131,627.00
Total agency receivables 60 days, or older, as of 12/31/2017 (see chart below for a breakout of receivables)	\$6,388.00
Total amount of debt written off by agency during calendar year 2017. (DO NOT INCLUDE IN ABOVE TOTAL)	\$0

<b>Categorization of Debt</b> <i>(Add lines as needed)</i>	
Student Receivables	\$6,388.00
Loans Receivables	\$
Departmental Receivables (Non-governmental: Contracts, grants, other entities, foundations)	\$
Fees and Fines	\$
Returned Checks	\$
Patient Receivables	\$
Other (please specify):	\$

Does the agency participate in the Worthless Check Program through the Circuit Solicitor's Office? (Choose One)	Yes ___	No <u>X</u>
Does the agency use the DOR set-off program? (Choose One)	Yes ___	No <u>X</u>
Does the agency use the DOR GEAR program? (Choose One)	Yes <u>X</u>	No ___

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:** Staff time involved in contacting vendors to remind them to pay past due debt.
- **Agency practices for collections that have proven effective:** State Fire does not allow those vendors with past due debt to register for future training courses at the Fire Academy until that debt is satisfied.
- **Feedback on DOR’s Collection programs or Solicitor’s Worthless Check Units, if applicable:** DOR’s collection program works, but the Agency only recoups funds if the entity has a tax refund.

**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.*

The Fire Academy personnel review outstanding debt on a monthly basis and contact via phone or email the companies that have past due invoices. If invoices remain past due more than 120 days, the Fire Academy denies future training to these companies until past due payments have been satisfied.

**Narrative to explain uniqueness of agency receivables categories or collection efforts (Optional):** Past due balances are from vendors that receive training from State Fire both at the Fire Academy and throughout the State of South Carolina. Since the South Carolina Fire Academy is the only place that offers this type of training in the Southeast, entities are encouraged to pay past due balances as they understand the uniqueness and valuableness of this training.