

**PART I**

**STATUS OF RECEIVABLES**

**Part I of the Receivables Report addresses the status of receivables. Outstanding receivable balances and current fiscal year activities are captured; delinquent receivables are aged and classified; and rescheduled debts are classified.**

**PART I**

**SECTION A: RECEIVABLES AND COLLECTIONS**

<b>Part I - Status of Receivables</b>		
	<b>Number</b>	<b>Dollars</b>
<b>Section A Receivables and Collections</b>		
(1) Beginning FY Balance		
(2) New Receivables (+)		
(3) Accruals (+)		
(4) Collections on Receivables (-)		
(A) At Agency (-)		
(B) At Third Party (-)		
(C) Asset Sales (-)		
(D) Other - must footnote (-)		
(5) Adjustments (+ or -)		
(A) Reclassified/Adjusted Amounts (+ or -)		
(B) Adjustments Due to Sale of Assets (+ or -)		
(C) Consolidations (+ or -)		
(6) Amounts Written Off (-)		
(A) Currently not Collectible (-)		
(B) Written off and Closed Out (-)		
(7) Ending Balance		
(A) Foreign/Sovereign (+)		
(B) State and Local Government (+)		
(8) Rescheduled Debt		
(A) Delinquent (+)		
(B) Non-Delinquent (+)		
(9) Interest & Late Charges (+)		

---

## INSTRUCTIONS

---

### General

---

#### Section A - Receivables and Collections

**Summary** - shows the current beginning fiscal year balance of all receivables; and the **cumulative activity during the fiscal year** as of the end of the quarterly reporting period for new receivables, accruals, collections, adjustments, amounts written-off, and the ending balance at the end of the reporting period. Additionally, receivables are classified as foreign/sovereign, state and local government, rescheduled, and interest and late charges.

Information is reported at the entity level. It includes delinquent and non-delinquent receivables, as well as, current (due within 12 months from the quarter end date) and non-current (due beyond 12 months from the quarter end date) receivables. *Reminder: Dollar amounts reported are at gross book value.*

### By Line

---

- (1) **Beginning FY Balance:** The number and dollar amount of all receivables outstanding as of the beginning of the fiscal year. These figures are system generated and must agree with the ending balance reported for the previous fiscal year. Typically, these figures will remain unchanged throughout the fiscal year.
- (2) **New Receivables:** The number and dollar amount (principal only) assessed by the agency of all new receivables generated during the fiscal year.
- (3) **Accruals:** The dollar amount of earned interest and late charges accrued during the current fiscal year.
- (4) **Collections on Receivables:** The dollar amount of collections on **all debts**, including delinquent, non-delinquent, restored and written-off debt, during the fiscal year. Enter collections with a minus (-) sign before the

figures. Non-cash collections (for example, personal property or services rendered) are to be footnoted.

The total dollar amount equals the sum of lines 4A, 4B, 4C, and 4D of this section, and is system generated.

(A) **At Agency:** The dollar amount for both delinquent and non-delinquent debt worked and collected at the agency.

(B) **At Third Party:** The dollar amount for both delinquent and non-delinquent debt collected by a third party other than the Department of Justice or private collection agency, such as a guaranty agency.

(C) **Asset Sales:** The dollar amount of proceeds realized from the sale of a loan or debt asset.

(D) **Other:** The dollar amount of all other collections both delinquent and non-delinquent not recorded in lines 4A, 4B, or 4C above. Other collection tools or techniques include, but are not limited to, wage garnishment, private collection agencies, designated debt collection center, and foreclosure. Amounts reported on this line must be footnoted to identify the collection tools or techniques used.

(5) **Adjustments:** The number and dollar amount of changes to receivables during the fiscal year due to reclassifications or adjustments, acquisition of property, estimated losses on acquired property, or consolidations. The total dollar amount equals the sum of lines 5A, 5B, and 5C of this section and is system generated. These lines may be either positive or negative.

(A) **Reclassified/Adjusted Amounts:** The dollar amount reclassified or adjusted and transferred into or out of receivables balances during the fiscal year. The amounts may include, but are not limited to, corrections to a previously reported receivable, refunds of amounts previously reported as collections, adjustments made in a prior reporting period, adjustments due to the acquisition of property serving as collateral on a direct or defaulted

guaranteed loan, and estimated losses on collateralized debt. If a collection is received for a debt that has been written-off, the amount collected would be restored as a receivable by reporting an adjustment in this line.

This line item may be either positive or negative. **All amounts reported on this line are to be footnoted with the reason for the adjustment.**

**(B) Adjustments Due to the Sale of Assets:** The dollar amount of the difference between the gross book value of an asset and the proceeds from the sale of the asset, as recorded as a collection in line 4C.

**(C) Consolidations:** The dollar amount of proceeds received through loan consolidations. Loan consolidations include, but are not limited to, defaulted guaranteed loans that are closed and reestablished as direct loans.

**(6) Amounts Written Off:** The number and dollar amount of all uncollectible receivables written off during the fiscal year. Enter amounts written off with a minus (-) sign before the figures. Do not include estimated losses on collateralized debt. That figure is to be included on line 5A of this section.

**(A) Currently not Collectible:** The number and dollar amount of debts greater than 2 years old where collection continues and the debt is not closed out.

**(B) Written off and Closed Out:** The number and dollar amount of debts that result in the termination of all collection activity and elimination of the accounts from further servicing.

**(7) Ending Balance:** The number and dollar amount of receivables outstanding, at the end of the reporting period. The dollar amount is equal to the sum of lines 1, 2, 3, 4, 5, and 6 of this section and is system generated. Lines 4 and 6 are negative figures. Line 5 may be either positive or negative. The number and dollar amounts of lines 7A and 7B of this section do **not** equal line 7.

(A) **Foreign/Sovereign:** The number and dollar amount of receivables owed to the Government by Sovereign nations. Do not include debts owed by foreign corporations or foreign individuals. Those debts are considered non-government, domestic debts and reported as a receivable in this section. This line is for informational purposes only. The number and dollar amount are included in line 7 above.

(B) **State and Local Government:** The number and dollar amount of receivables owed to the Government by state governments, local governments, public colleges and universities. This line is for informational purposes only. The number and dollar amount are included in line 7 above.

(8) **Rescheduled Debt:** Classify rescheduled debt in lines A and B below. This information is included on line 7, Ending Balance, of this section.

(A) **Delinquent:** The number and dollar amount of rescheduled debt for which payments have **not** been received according to new or modified terms of an agreement to repay the debt.

(B) **Non-Delinquent:** The number and dollar amount of rescheduled debt for which payments are being received according to new or modified terms of an agreement to repay the debt.

(9) **Interest & Late Charges:** The dollar amount of interest and late charges associated with the total outstanding receivables due from the public, at the end of the reporting period, i.e., reported on line 7, "Ending Balance". This amount includes both the previous fiscal year interest and late charges. See Glossary for the definitions of interest and late charges.

**PART I**

**SECTION B: DELINQUENT DEBT BY AGE**

<b>Section B Delinquent Debt by Age</b>		
(1) Total Delinquencies (+)		
(A) 1-90 Days (+)		
(B) 91-180 Days (+)		
(C) 181-365 Days (+)		
(D) 1-2 Years (+)		
(E) 2-6 Years (+)		
(F) 6-10 Years (+)		
(G) Over 10 Years (+)		
(2) Commercial (+)		
(3) Consumer (+)		
(4) Foreign/Sovereign Debt (+)		

General

---

**Section B - Delinquent Debt by Age** - contains an aging schedule and classifies delinquent debt by Commercial, Consumer, and Foreign/Sovereign categories.

The following criteria must be used when preparing this section:

**Receivables are recorded as delinquent if not paid by the payment due date unless terms of the contract or agreement provide otherwise. If the contract or agreement provides for a “grace” period, then the receivable is not considered delinquent until that period expires without payment.**

**Receivables which are recorded as delinquent are aged from the payment due date or the day notification of debt was mailed depending on the contract or agreement, i.e., date of delinquency. If a “grace” period expires without payment, then the receivable is aged from the original payment due date or date of notification.**

**Rescheduled receivables in a repayment plan and receivables being paid in installment agreements which are being paid as agreed are not considered delinquent receivables.**

**Each delinquent debt is only to be counted once. For example, past due installments for the same account should be counted as one delinquent receivable. Multiple loans for a single borrower are to be counted as a separate debt for each loan.**

**The entire amount of each single debt (or loan) is recorded as delinquent if any part of it has been delinquent more than 180 days, provided the debtor has been notified that the entire amount is due (or accelerated).**



**By Line**

---

- (1) **Total Delinquencies:** The number and dollar amount of receivables reported on line 7 (Outstanding Receivables, Ending Balance) in Part I, Section A that are delinquent at the end of the quarterly reporting period. Debts with portions in different aging categories, such as may occur when a debtor becomes delinquent on multiple installment payments, are to be reported in the most delinquent (oldest) category. The total dollar amount equals the sum of lines A through G of this section. The total dollar amount also equals the sum of lines (2) and (3) of this section. The total dollar amount is system generated.

Lines (A) through (G) show the dollar amounts of receivables that are delinquent for the respective time periods (1-90 days, 91-180 days, 181-365 days, 1-2 years, 2-6 years, 6-10 years, and over 10 years).

- (2) **Commercial:** The number and dollar amount of delinquent commercial accounts. See Glossary for the definition of commercial debts.
- (3) **Consumer:** The number and dollar amount of delinquent consumer accounts. See Glossary for the definition of consumer debts.
- (4) **Foreign/Sovereign Debt:** The number and dollar amount of delinquent debt owed to the Government by sovereign nations. Do not include debts owed by foreign corporations or foreign individuals; those debts are considered non-government, domestic debts.