

## 2015 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, 2015.

DO NOT INCLUDE DEBT PREVIOUSLY WRITTEN-OFF.

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

Contact Person/Position: Laura Pace/Asst Deputy Director-Admin/Finance

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Total agency receivables (to include those that are past due) as of 12/31/15	\$113,772.00
Total agency receivables 60 days, or older, as of 12/31/2015 (see chart below for a breakout of receivables)	\$36,821.00
Total amount of debt written off by agency during calendar year 2015. (DO NOT INCLUDE IN ABOVE TOTAL)	\$0

Categorization of Debt (Add lines as needed)	
Student Receivables	\$
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 <u>    </u>	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:** Time involved in contacting companies to remind them to pay past due debt.
- **Agency practices for collections that have proven effective:** Fire and Life Safety does not allow those companies with past due debt to take future training courses at the Academy.
- **Feedback on DOR's Collection programs or Solicitor's Worthless Check Units, if applicable:** DOR's collection program works, but you can only get 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.  
 Fire and Safety personnel reviews outstanding debt on a monthly basis and call or email the companies that owe funds. If past due amounts get over 120 days, then Fire and Life Safety refuses to training the companies personnel until past due payments have been paid.

**Narrative to explain uniqueness of agency receivables categories or collection efforts (Optional):** Past due balances are from companies that receive training for Fire and Life Safety both at the Academy and throughout the State of South Carolina. Since the SC Department of Labor, Licensing and Regulation is the only place to receive fire training, entities pay past due balances to receive future training.