



STATE OF RHODE ISLAND
DEPARTMENT OF ADMINISTRATION

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Financial Officers
FROM: Peter Keenan, CPA, State Controller 
DATE: April 15, 2021
SUBJECT: Uncollectible Accounts-Fiscal Year 2021

As in past years if your agency has uncollectible accounts receivable for fiscal year 2021 that need to be written-off, please forward a list of those receivables, along with a description of collection procedures utilized, by May 14, 2021 to:

Office of Accounts & Control
One Capitol Hill, 4th Floor
Providence, RI 02908
Attn: Susan DeStefanis
Or email to:
Susan.Destefanis@doa.ri.gov

If it is determined that further information is needed from your agency, we will schedule a virtual meeting in the month of May or early June.

Form AR-1 is to be used to report uncollectible accounts. This form is available on the controller's website: <http://controller.doa.state.ri.gov>, click on the link for 'forms' then "accounting forms".

If your agency has no uncollectible accounts, please forward an email to our office (Attention: Susan DeStefanis) by May 14, 2021 stating you have nothing to report.

Thank you!