



STATE OF RHODE ISLAND  
**DEPARTMENT OF ADMINISTRATION**  
Office of Accounts and Control

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**TO:** Chief Financial Officers

**DATE:** April 8, 2022

**FROM:** Dorothy Z. Pascale, CPA, State Controller

**SUBJECT:** **Uncollectible Accounts-Fiscal Year 2022**

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As in past years if your agency has uncollectible accounts receivable for fiscal year 2022 that need to be written-off, please **email a list of those receivables along with a description of collection procedures utilized, by May 6, 2022** to Deb Poirier at [Deborah.L.Poirier@doa.ri.gov](mailto:Deborah.L.Poirier@doa.ri.gov). Deb will be the point of contact for this information.

If it is determined that further information is needed from your agency, we will schedule a meeting during the month of May.

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: Deb Poirier) by May 6, 2022, stating you have nothing to report.

Thank you.