

DATE: September 17, 2010

TO: Agency Addressed (No. 07, 2010-2011)

FROM: Wayne Johnson, Interim Director  
Division of Accounting and Auditing  
Department of Financial Services

SUBJECT: Debt Collection Reports Required Under Chapter 2010-151, Laws of Florida – Clarifications and Additional Information

Agency Addressed Memorandum No. 05, 2010-2011 (Memo No. 05) provides guidance on debt collection reporting pursuant to Section 17.20, Florida Statutes (F.S.), which was amended by Chapter 2010-151, Section 2, Laws of Florida. This memorandum provides clarifications and additional information and should be read in conjunction with Memo No. 05.

Section 17.20(4)(a), F.S., requires a report listing all accounts that were referred for collection. Memo No. 05 specifies that the data in this report shall be cumulative dating back to fiscal year 2006-2007. This means all accounts that have been with a debt collector since July 1, 2006, must be included in this report. These accounts may include some that were referred to the debt collector prior to July 1, 2006. This report is required for all agencies using a debt collector [i.e., General Revenue Corporation (GRC) and any other debt collector contracted under an agency's independent statutory authority]. Agencies that used GRC as their debt collector must report all accounts that were referred to GRC, which may include accounts originally referred to previous collectors and later transferred to GRC.

For all reports required by Section 17.20, F.S., accounts may be listed by account number or another type of identifier in lieu of debtor name if debtor name is deemed confidential. While applicable accounts must be included in all reports, agencies must ensure that any confidential identifying information is not shown in either the hard copy or electronic copy of the reports.

Memo No. 05 requires hard copy reports be submitted to the President of the Senate, Speaker of the House of Representatives, and the Chief Financial Officer. Due to the volume of data, agencies have the option to only include summary data in the hard copy reports and make reference to the electronic copy for detail. The summarized report should provide adequate level of detail that would be useful to the reader. For example, the summarized hard copy report may present accounts by debt type referred for collection for each fiscal year.

Please contact Stephanie Darley at (850) 413-4645, Mike Rutherford at (850) 413-5594, or [claimsforcollections@myfloridacfo.com](mailto:claimsforcollections@myfloridacfo.com) if you have any questions regarding this memorandum.