

DATE: April 11, 2025

TO: Agency Addressed (No. 23, 2024-25)

FROM: Reneé Hermeling, Director
Division of Accounting and Auditing
Department of Financial Services

SUBJECT: DEBT COLLECTION WORKSHOP

The Bureau of Financial Reporting (BFR) will host the Annual Debt Collection Workshop. It will be held at the Department of Revenue, Building 2, Room 1220, 2450 Shumard Oak Boulevard, Tallahassee, Florida, on May 8, 2025, 1:00 p.m. – 4:00 p.m.

In-person attendance is limited to 55 seats, so please register early to secure your spot.

When parking, use the designated visitor parking spaces or the scramble parking area located at the back. After parking, please use the front entrance of Building 2 to access the facility.

The workshop will include a discussion about accounts receivables, placement of delinquent accounts, invoicing and payments, and many other debt related topics.

Register for the workshop through the Department of Financial Services (DFS) Learning Management System in [People First](#) by Monday, May 5th, 2025. The workshop can be found under the course area of Accounting and Auditing “2025 Debt Collection Agency Workshop.”

To register for the Debt Collection Workshop:

1. Log into People First using your People First ID and password.
2. Click on the **Talent Management** tile.
3. Select **Learning** from the dropdown menu at the top left next to the Home icon.
4. Using the **Find Learning** tile, type *Debt Collection* in the search bar and click the **Go** button.
5. Scroll to find the appropriate class title (Statewide-2025 Debt Collection Workshop).
6. Click on **See Classes** to view available dates.
7. Click on **Register Now** to register for the workshop

Once you have registered, you should receive a confirmation email from People First. We hope you can join us.

Please be sure to download or print the materials that will be used, the day prior to the workshop. The materials can be found on the [Accounting and Auditing Website](#).

For questions or additional information, please contact FinancialReporting@myfloridacfo.com