

PROCEDURES FOR RECEIVABLES, COLLECTIONS AND LOCKBOX

1. **Receivables.** Accounts Receivable usually result from a bill to a debtor for services or materials that require reimbursement to the Coast Guard. A "bill" is a statement of and demand for money due the Coast Guard from individuals, commercial vendors, Other Government Agencies (OGA'S), other Coast Guard accounting offices and other appropriations.
 - a. Unless there is an authorized exception, the originating office or unit sends a memo or for an/a:
 1. ATON Refund Receivable: A Billing for Sales of Materials or Services (CG-3621) and a memorandum from the District Office requesting an ATON Refund Receivable to be set up is required.
 2. Marine Inspector Overtime Bills Refund Receivable: A Billing for Sales of Materials or Services (CG-3621) from the USCG Sector Office requesting Refund Receivable to be set up is required.
 3. FOIA Refund Receivable: A Debt Memorandum, Commercial Request Fee Calculation Form from G-MRI-1 requesting Refund Receivable to be set up is required.
 4. Restitution Refund Receivable: A court order restitution document from MLCLANT or MLCPAC Legal Office requesting Refund Receivable to be set up is required.
 5. License/lease Refund Receivable: A License/lease Agreement from MLCPAC or unit requesting Refund Receivable to be set up is required for FINCEN (OGR) to bill a debtor.

Included in this memo must be the amount of the bill, a complete name and address of the individual or firm to be billed, a description of what the billing is for and the appropriate accounting line. If it is a reimbursable, include the reimbursable number. Also be sure that any funding documents are cited on the memo. Any written form of commitment you may have from the debtor should be included. **The FINCEN will bill the debtor and will perform any necessary collection follow-up. See figure 9-1.**

Note: **There is a legal requirement that billing occur within 5 days of receipt of goods or services. Therefore, all documentation should be forwarded to FINCEN in a timely manner.**

- b. Refund Receivables. Refunds represent the pay back of overpayments or amounts paid in error. They are treated as reductions of expenditures and when billed are proper for credit to the appropriation originally charged. This is the only type of receivable transaction that will appear on a unit's PES report as a credit expenditure. These will usually appear under the same document number as the original expenditure. Examples of these type of transactions are duplicate payments, transportation ticket refunds, erroneous payments, etc.

- c. Revenue Receivables. Revenues are amounts due representing the value of commodities, work or services furnished to another appropriation, individual or firm which by law may be credited to the appropriation which financed such items or activities. Examples of these type of transactions are National Pollution Fund and Supply Fund.
- d. Reimbursable Program. The reimbursable program is a group of AFC 80, 88, and 94 accounts used to establish receivables to collect money from other government agencies (OGA's), commercial vendors, etc., for service/supplies furnished. The FINCEN requires written documentation from the party to be billed agreeing to reimburse the Coast Guard. Without this agreement, there is a potential for an over-obligation of funds.

NOTE ON REIMBURSABLES: A reimbursable account occurs when OGA's ask the Coast Guard to do something for them, such as travel or to perform work. They also agree to reimburse the Coast Guard for the travel or services performed. The FINCEN's accounting system cannot directly charge the books of the OGA and must establish an AFC 80 or 88 account in OE (could also be AC&I or Research, Development, Test, and Evaluation (RDT&E)). AFC 94 accounts have been established for Reserve payroll and travel. These are administered by CG HQ. The accounting system requires the FINCEN to assign a reimbursable