

# ALERT! ALERT! ALERT!

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## ALERT #129

TO: Department Controllers, Fiscal Officers and Other Interested Parties

FROM: Arthur L. Barnhart *ALB*  
State Controller

DATE: April 4, 2000

SUBJECT: *Reporting Theft or Embezzlement of Assets Valued at \$5,000 or More*  
*Accessing our Website*  
*Write-Off of Accounts Receivable*

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### ***Reporting Theft or Embezzlement of Assets Valued at \$5,000 or More***

Any suspected theft or embezzlement of state funds or assets must be immediately reported to the chief executive officer and chief financial officer of the affected state agency (Fiscal Rule 1-9). If the amount totals \$5,000 or more, a report must be sent to the state controller. Assets include cash and property under custody and control of the state agency. All reports to the state controller will be reviewed by the statewide internal auditor to document final resolution of reported incidents and measures taken to prevent and deter further occurrences. Questions about this policy or the fiscal rule may be directed to your field accounting specialist or Ron Keller, Statewide Internal Auditor at 303-866-3539. Calls may also be directed to the Fraud Hotline at 303-866-6234 or 1-888-895-6698 outside the metro area. Please feel free to republish the Fraud Hotline number(s) in any of your agency publications.

### ***Accessing our Website***

We have received numerous calls regarding access to our website. Our website address is: <http://www.sco.state.co.us> The address was changed to include the initials SCO before state. Any links or bookmarks you had to our website will need to be modified.

### ***Write-Off of Accounts Receivable***

The end of the year is just around the corner. The deadline to process write-offs is also just around the corner. Because of the extra workload caused by tax offset, Central Collections once again needs your write-off requests in by April 15th. Write-off requests submitted after April 15th are not guaranteed to get processed by Central Collections but they will make every effort to process your write-off requests by the end of the fiscal year. To avoid a reconciliation problem, do not



remove them from your systems until you know that CCS has changed the status on the accounts to WRO. That status removes the accounts from the active report.

The SCO recognizes that you might not be able to get your accounts adjusted by the end of the year. For this year, that is okay. It is more important that you are able to reconcile to CCS, so you are encouraged to focus on the reconciliation this year more than the write-offs.

The SCO and CCS are considering a change in the write-off process that will hopefully make the write-off activity occur more throughout the year. Once we finalize our discussions, we will bring our proposal to the controllers. If you have any questions, please contact your field accounting specialist.