

# Minutes

## Accounts Receivable Core Committee (ARCC)



**Meeting Date:** August 17, 2021  
2:00 pm-3:02 pm

**Location:** Virtual meeting via Microsoft Teams

**Attendees:** Heidi Baker (DHS); Sheila Banke (DOJ); Brad Batchelor (PUC); Nikki Bennett (DOR-OAA); Jill Blackford (DOC); Amy Brewer (OSP); Susan Cha (OCB); Dean Criscola (OED); Kyle Davis (ODE); Megan Deardorff (OPSC); Richard Dredge (DCBS); Maribel Dykstra (OED); Marie Elkins (PERS); Todd Evans (DOR); Svetlana Fadden (DHS); Joseph Flager (DSL); Gerold Floyd (DAS-SWARM); Connie Flowers (ODE); Olga Fokina (OMB); Theresa Gahagan (DAS-SWARM); Kim Gladwill-Rowley (LCB); Kimberly Hall (WRD); Shaumae Hall (DEQ); Julie B Hansen (ODE); Jennifer Hodgdon (Lottery); Darrick Holloway (OMD); Aaron Hunter (ODVA); Steven Ito (DOR); Dennis Johnson (WOU); Caty E Karayel (REA); Craig Kiernan (OHCS); Tiffany M. Lane (DHS); Pam Lara (DSL); Sara Lotten (DOC); Jessica McCarthy (ODOT); Katya Medvedeva (DAS); Michelle Morin (ODF); Monique Murphy (HECC); Sue Nunley (DOJ); Doris Olivan (DCBS); Michael Peppler (ODOE); Mackenzie G Purnell (BCE); Bridgett Relphorde (Leg Admin); Michelle Short (ODOT); Julie Strauss (DHS); Star Thomson (DSL); Susan Westin (OSL); Monica Woodford (ODF); Dawn (guest); Roger (guest)

ITEM	TIME STAMP	ACTION, DISCUSSION
Welcome and introductions	0:00:30	
SWARM announcements	0:02:19	Theresa shared how to subscribe and <u>un</u> -subscribe to the Accounts Receivable ListServe.
<p><b>Year-end A/R reporting:</b> All LFO Reporting materials are available on the SWARM website: <a href="#">State of Oregon: Accounting and reporting - Accounts receivable resources</a> under the Liquidated and Delinquent account reporting resources link.</p> <ul style="list-style-type: none"> <li>• LFO reporting aids: <ul style="list-style-type: none"> <li>○ LFO Training <ul style="list-style-type: none"> <li>▪ Honor Roll eligibility requires Agency staff to email <a href="mailto:SWARM@Oregon.gov">SWARM@Oregon.gov</a> confirming review of the LFO training</li> </ul> </li> <li>○ LFO Reporting Manual</li> <li>○ LFO Reporting Worksheet <ul style="list-style-type: none"> <li>▪ We recommend you complete the</li> </ul> </li> </ul> </li> </ul>	0:03:54	<p>Theresa and Gerold reviewed the 4<sup>th</sup> quarter, Year-End reporting requirements as well as reporting resources.</p> <p>Note: To be eligible for Honor Roll, please confirm your review of the LFO training by emailing <a href="mailto:SWARM@Oregon.gov">SWARM@Oregon.gov</a> <u>no later than October 1.</u></p>

For more information, send an email to: [SWARM@oregon.gov](mailto:SWARM@oregon.gov).

<p>Worksheet before you report your LFO to the LFO Portal.</p> <ul style="list-style-type: none"> <li>○ Delinquent Account Reporting System (Portal).</li> <li>● Due to Portal no later than October 1: <ul style="list-style-type: none"> <li>○ LFO Reporting <ul style="list-style-type: none"> <li>▪ SWARM recommends that you submit your LFO Reporting Worksheet by <b>September 17</b> to allow time for SWARM’s review and agency corrections if needed.</li> </ul> </li> </ul> </li> <li>● Due to SWARM (<a href="mailto:SWARM@Oregon.gov">SWARM@Oregon.gov</a>) no later than Oct 1: <ul style="list-style-type: none"> <li>○ ARPM 4th quarter &amp; Year-End reports (<i>Agencies subject to the OAM</i>)</li> <li>○ <a href="#">Write-off, abated, and canceled account certification form</a> (<i>Agencies subject to ORS 293.234, Agency defined in ORS 293.226</i>)</li> <li>○ <a href="#">Agency Checklist</a> (<i>required to be submitted to SWARM to be eligible for the A/R Honor Roll for FY 21</i>)</li> </ul> </li> </ul>		
<p>LFO reporting re: PCF activity for Executive Branch</p>	<p>0:20:30</p>	<p>Gerold shared a reminder that for Executive Branch agencies that accounts forwarded to a PCF by DOR-OAA are no longer required to be reported in Section IIIb of the LFO report but rather should only be reported in Section IIIa (accounts at DOR-OAA). During the FY2020 reporting agencies were directed to “move” the accounts back to Section IIIa if the account was forwarded to a PCF by DOR-OAA. Accounts in Section IIIb should only include accounts that the agency sent to a PCF prior to centralization and is STILL at a PCF (Executive branch agencies only). If your agency did NOT make the entries to move the accounts to Section IIIa in FY2020 and need to make those entries for FY 2021 reporting, please contact Theresa or Gerold.</p>

Roundtable	0:26:25	Several attendees requested that we cover Write-Offs in an upcoming ARCC meeting.
Adjournment	0:31:20	The meeting was adjourned at 3:05 pm

**Next meeting:**

Tuesday, October 19, 2021

2:00pm – 3:30pm

via Teams ([meeting link](#))