

**VIRGINIA COMMONWEALTH UNIVERSITY**

**DEPARTMENTAL STATEMENT OF RECEIVABLES**

For the Month Ending \_\_\_\_\_ Department \_\_\_\_\_

Department Head \_\_\_\_\_ Extension \_\_\_\_\_

Aging of Total Gross Receivables

	Accounts (Not State)	Interagency (State)	Interdepartmental (VCU)
(A) Receivables Not Past Due:	\$ _____	\$ _____	\$ _____
(B) Past Due Receivables:			
1 - 30 Days Past Due:	_____	_____	_____
31 - 60 Days Past Due:	_____	_____	_____
61 - 90 Days Past Due:	_____	_____	_____
*91 - 120 Days Past Due:	_____	_____	_____
*121 - 180 Days Past Due:	_____	_____	_____
*181 - 1 Year Past Due:	_____	_____	_____
*Over 1 Year Past Due:	_____	_____	_____
Total Past Due Receivables:	_____	_____	_____
(C) Total Gross Receivables: (Add Lines A and B)	\$ _____	\$ _____	\$ _____

Monthly Activity

Beginning Gross Receivables:	\$ _____	\$ _____	\$ _____
Adjustment to Prior Month:	_____	_____	_____
Receivables Created this Month:	_____	_____	_____
Current Month Collections:	( _____ )	( _____ )	( _____ )
Write-Offs:	( _____ )	( _____ )	( _____ )
(D) Total Gross Receivables: (Lines D and C must equal)	\$ _____	\$ _____	\$ _____

\*NOTE: A DETAILED LIST OF ALL ACCOUNTS OVER NINETY DAYS PAST DUE MUST BE SENT TO: ACCOUNTS RECEIVABLE, PO BOX 843055. (Use TFRS 40)

PREPARED BY: \_\_\_\_\_

DATE PREPARED: \_\_\_\_\_

DEPARTMENT HEAD: \_\_\_\_\_