

**COLLECTION AGENT ACCOUNTABILITY**

NAVMED 7520/1 (10-73)

(Formerly NAVMED 1446)

TO: COMMANDING OFFICER,	FOR MONTH ENDING
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**ADVANCE COLLECTIONS**

1. BALANCE END OF LAST MONTH (ITEM 8)				
2. COLLECTED THIS MONTH				
<b>3. TOTAL</b>				
4. SERVICES RENDERED AGAINST ADVANCE COLLECTIONS				
5. REFUNDS				
6. ADJUSTMENTS FROM GENERAL JOURNAL				
<b>7. TOTAL (DEDUCT)</b>				
<b>8. ACCOUNTABLE BALANCE OF ADVANCE COLLECTIONS</b>				

**ACCOUNTS RECEIVABLE**

9. BALANCE END OF LAST MONTH (ITEM 19)				
10. SERVICES RENDERED THIS MONTH AS ACCOUNTS RECEIVABLE				
11. RE-ESTABLISHED A/R FROM DISHONORED CHECKS RETURNED PROIOR MONTH				
12. UNCOLLECTIBLE A/R RETURNED BY THE BUREAU				
<b>13. TOTAL</b>				
14. CASH RECEIPTS AGAINST ACCOUNTS RECEIVABLE				
15. UNCOLLECTIBLE TRANSFERRED TO BUREAU				
16. UNCOLLECTIBLE A/R WRITTEN OFF BY THE COMMANDING OFFICER				
17. ADJUSTMENTS FROM GENERAL JOURNAL				
<b>18. TOTAL (DEDUCT)</b>				
<b>19. ACCOUNTABLE BALANCE OF ACCOUNTABLE BALANCE OF ACCOUNTS RECEIVABLE</b>				

**CASH**

20. BALANCE END OF LAST MONTH (ITEM 31)				
21. RECEIVED THIS MONTH AS ADVANCE COLLECTIONS				
22. RECEIVED THIS MONTH AGAINST ACCOUNTS RECEIVABLE				
23. RECEIVED THIS MONTH FROM CASH SALES				
<b>24. TOTAL</b>				
25. DEPOSITS TO O&M, N (MEDICINE) AND OTHER APPR'NS FROM ADVANCE COLLECTIONS				
26. DEPOSITS TO O&M, N (MEDICINE) AND OTHER APPR'NS FROM ACCOUNTS RECEIVABLE				
27. DEPOSITS TO O&M, N (MEDICINE) AND OTHER APPR'NS FROM CASH SALES				
28. REFUNDS				
29. ADJUSTMENTS FROM GENERAL JOURNAL				
<b>30. TOTAL (DEDUCT)</b>				
<b>31. ACCOUNTABLE BALANCE OF CASH</b>				

**SERVICES RENDERED**

32. BALANCE END OF LAST MONTH (ITEM 44)				
33. DISHONORED CHECKS RETURNED-PRIOR MONTHS				
<b>34. TOTAL</b>				
35. SERVICES RENDERED THIS MONTH AGAINST ADVANCE COLLECTIONS				
36. SERVICES RENDERED THIS MONTH AGAINST ACCOUNTS RECEIVABLE				
37. SERVICES RENDERED THIS MONTH AS CASH RECEIPTS				
<b>38. TOTAL</b>				
<b>39. TOTAL SERVICES RENDERED</b>				
40. TOTAL DEPOSITS TO O&M, N (MEDICINE) AND OTHER APPROPRIATIONS				
41. UNCOLLECTIBLE TRANSFERRED TO BUREAU				
42. ADJUSTMENTS FROM GENERAL JOURNAL				
<b>43. TOTAL (DEDUCT)</b>				
<b>44. ACCOUNTABLE BALANCE OF SERVICES RENDERED</b>				

SUBMITTED BY <i>(Collection Agent)</i>	REVIEWED BY <i>(Fiscal Officer)</i>
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AUDIT BOARD VERIFICATION: The accounts and operating procedures of the Collection Agent were audited this date and verified as to the accuracy and reliability thereof.

MEMBER	MEMBER	MEMBER
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