

Minutes Accounts Receivable Core Committee (ARCC)



Meeting Date: September 19, 2023

Location: Virtual meeting via Microsoft Teams

Attendees: Fitsum Aramde (DEQ); Sheila Banke (DOJ); Brad Batchelor (PUC); Angelique Bowers (ODE); Jennifer Brown (WRD); Heather Bryers (DOJ); Michelle Cooper (DHS); Kim Courtright (ODA); Alissa Davalos (DOR); Sarah Davis (ODC); Marie Elkins (PERS); Svetlana Fadden (DHS); Gerold Floyd (DAS-SWARM); Amy Fry (Lottery); Dan Goettsch (DCBS); Kimberly Hall (WRD); Shaumae Hall (DEQ); Jennifer Hodgdon (Lottery); Caty Karayel (REA); Madeline Kretzschmar (ODE); Pam Lara (DSL); Alejandra Martinez (DAS); Katya Medvedeva (DAS); Sue Nunley (DOJ); Jesse Oliver (OED); Michelle Palmer (BOLI); Melissa Phillips (OYA); Matthew Powell (DPSST); Robin Rakowski (OED); Jennifer Romele (OSMB); Lyubov Salov (DAS); Roxann Shephard (DOC); Cindy Stockstill (OPRD); James Terrusa (OED); Taylor Towers (DAS); Anna Unger (DOC); Erica Westbrook (Trawl Comm); Sheleen Wilks (ODF); Karla Willmschen (SOS); Todd Younkin (OED)

ITEM	TIME STAMP	ACTION, DISCUSSION
Welcome and introductions	0:00:00	
SWARM announcements- LFO reporting deadline October 1, all other reports October 2	0:00:40	Gerold reminded everyone of the upcoming deadlines to complete A/R reporting. Thank you to everyone who submitted by the target date of September 15 th ! It has been very helpful to get those reports and complete the initial reviews. Just a reminder that the Q1 FY24 ARPM report is due October 31 for agencies subject to the OAM. The FY24 Honor Roll schedule of key dates will be posted on our website soon. The Q1 ARPM is the first deadline on that list.
Assignments to DOR- largest kicker ever is coming in 2024 tax season.	0:03:15	<p>Just a reminder that if your agency has accounts that have been previously returned from DOR, consider reassigning the accounts to the restricted program for offset only. With the upcoming kicker being almost three times the last kicker there is an opportunity to receive funds through the offset of any refunds. You can send accounts to the DOR restricted program even if the account was forwarded to a PCF (for agencies that are not subject to centralization). If you have accounts at DOR that are currently in RWO status you DO NOT need to take any action for the kicker offset to occur.</p> <p>The question was asked if DOR will at some point remove accounts from the inventory reports that are in RWO status. Gerold shared that the purpose of the RWO is to notify agencies to review the account against the write-off criteria in OAM 35.50.10 but maintain</p>

		accounts at DOR which allows for possible future collections if new information is obtained by DOR that would indicate additional collection action is warranted. So removing accounts would not allow those future collections to occur. Hopefully at some point there might be a possibility for programming changes to allow DOR to separate the inventory reports into active vs RWO but there is no timeline for such programming.
Have any agencies purchased invoicing software? Agriculture is doing some research into systems so they can consolidate multiple programs into the same system.	0:9:15	Kim Courtright at Agriculture asked if SWARM knew of any agencies that have purchased invoicing software. So the question was posed to the group. There were no responses. Gerold asked that if anyone wants to share information with either SWARM or Agriculture via email regarding any invoicing software purchased, interested in purchasing or are currently using that would be very helpful. Agriculture is doing as they are attempting to consolidate different programs into a common invoicing system.
Roundtable	0:10:55	Gerold thanked everyone for their participation in the ARPM peer group survey. Hopefully we will be able to share initial results at the November ARCC meeting. SWARM wants to make sure that everyone is in the right group, so if the results find an agency in a group that doesn't quite make sense we will review their responses to update the groups until we get it right.
Adjournment	0:13:00	The meeting was adjourned at 2:13 pm

Next meeting:

Tuesday, November 21, 2023 (upcoming meeting dates are available at: [State of Oregon: Accounting and reporting - Statewide Accounts Receivable Management](#), please add these to your calendar if you would like to attend)

2:00pm – 3:30pm via Teams ([meeting link](#))