COLLECTION AGENT ACCOUNTABILITY
NAVMED 7520/1 (10-73)
(Formerly NAVMED 1446)

TO: COMMANDING OFFICER,	FOR MONTH ENDING

ADVANCE COLLECTIONS					
1. BALANCE END OF LAST MONTH (ITEM 8)					
2. COLLECTED THIS MONTH					
3. **TOTAL**					
4. SERVICES RENDERED AGAINST ADVANCE COLLECTIONS					
5. REFUNDS					
6. ADJUSTMENTS FROM GENERAL JOURNAL					
7. **TOTAL (DEDUCT)**					
8. **ACCOUNTABLE BALANCE OF ADVANCE COLLECTIONS**					
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					
13. **TOTAL**					
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					
18. **TOTAL (DEDUCT)**					
19. **ACCOUNTABLE BALANCE OF ACCOUNTABLE BALANCE OF ACCOUNTS RECEIVABLE**					
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					
24. **TOTAL**					
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					
30. **TOTAL (DEDUCT)**					
31. **ACCOUNTABLE BALANCE OF CASH**					
SERVICES RENDERED					
32. BALANCE END OF LAST MONTH (ITEM 44)					
33. DISHONORED CHECKS RETURNED-PRIOR MONTHS					
34. **TOTAL**					
35. SERVICES RENDERED THIS MONTH AGAINST ADVANCE COLLECTIONS					
36. SERVICES RENDERED THIS MONTH AGAINST ACCOUNTS RECEIVABLE					
37. SERVICES RENDERED THIS MONTH AS CASH RECEIPTS					
38. **TOTAL**					
39. **TOTAL SERVICES RENDERED**					
40. TOTAL DEPOSITS TO O&M, N (MEDICINE) AND OTHER APPROPRIATIONS					
41. UNCOLLECTIBLE TRANSFERRED TO BUREAU					
42. ADJUSTMENTS FROM GENERAL JOURNAL					
43. **TOTAL (DEDUCT)**					
44. **ACCOUNTABLE BALANCE OF SERVICES RENDERED**					

SUBMITTED BY *(Collection Agent)*	REVIEWED BY *(Fiscal Officer)*

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

S/N 0105-LF-229-2010