



STATE OF CONNECTICUT
OFFICE OF POLICY AND MANAGEMENT
OFFICE OF FINANCE

MEMORANDUM

TO: Agency Heads and Chief Fiscal Officers

FROM: Kimberly Kennison, Executive Financial Officer *Kimberly Kennison*

DATE: December 1, 2022

SUBJECT: Policy for Uncollectible Accounts

We are pleased to announce the recent passage of Public Act No. 22-118 to increase the Uncollectible Accounts from \$1,000 to \$5,000 requiring Office of Policy and Management (OPM) approval. Agencies have the authority to write off their Uncollectible Accounts for \$5,000 or less.

The revised Policy for Uncollectible Accounts is located on the OPM Website: [Uncollectible Accounts](#) and attached to this memorandum.

Connecticut General Statutes Section 3-7 Cancellation of Uncollectible Claims has been revised. The changes are noted in **bold** as follows:

(a) Except as otherwise provided in this subsection, any uncollectible claim for an amount of **five thousand dollars** or less may be cancelled upon the books of any state department or agency upon the authorization of the head of such department or agency. Any uncollectible costs in an amount less than **five thousand dollars** incurred by the Commissioner of Energy and Environmental Protection pursuant to section 22a-451, for investigating, containing, removing, monitoring, or mitigating pollution and contamination, emergency or hazardous waste may be cancelled by the commissioner, in accordance with procedures approved by the State Comptroller.

(b) The Secretary of the Office of Policy and Management may authorize the cancellation upon the books of any state department or agency of any uncollectible claim for an amount greater than **five thousand dollars** due to such department or agency.

(c) Upon the recommendation of the Attorney General, the Governor may authorize the compromise of any disputed claim by or against the state or any department or agency thereof and shall certify to the proper officer or department or agency of the state the amount to be received or paid under such compromise. Such certificate shall constitute sufficient authority to such officer or department or agency to pay or receive the amount therein specified in full settlement of such claim. The record of any compromise effected pursuant to the provisions of this section shall be open to public inspection in accordance with section 1-210.

All requests to cancel uncollectible accounts for agencies should be submitted to the Executive Financial Officer at OPM.

Please contact EFO.OPM@ct.gov if you have any questions.

Cc: Carol Salwen, Office of the Comptroller
Joann Lalaria, Office of the Comptroller

Attachment: Policy for Uncollectible Accounts