**All agencies are required to submit a Certification Letter, whether the agency had receivables or did not have receivables. Choose the appropriate response below and complete a transmittal letter on your agency’s letterhead.**

Certification Letter

August 9, 2024

Joe McDaniel, Controller

Finance and Administration Cabinet

500 Mero Street, 5th Floor

Frankfort, KY 40622

Attention: Office of Statewide Accounting Services

Dear Mr. McDaniel:

**Response 1:** I do hereby certify that to the best of my knowledge \_\_\_\_\_\_(Agency Name)\_\_\_\_\_ has outstanding accounts receivable as of June 30, 2024, that are less than $10,000.

**Response 2:** I do hereby certify that to the best of my knowledge \_\_\_\_\_(Agency Name)\_\_\_\_\_\_ has no outstanding accounts receivables as of June 30, 2024.

**Response 3:** I do hereby certify that to the best of my knowledge \_\_\_\_(Agency Name)\_\_\_\_\_\_\_ has outstanding accounts receivable in the amount of $ \_\_\_\_\_\_\_\_\_\_\_. However, they are due from: (a) the federal government, (b) other state departments, or (c) other states.

**Response 4:** I do hereby certify that to the best of my knowledge \_\_\_\_(Agency Name)\_\_\_\_\_\_\_ has outstanding accounts receivable in the amount of $ \_\_\_\_\_\_\_\_\_\_\_ as documented on the attached forms. *(Do not include government entities in Response 4. Response 3 is used for government entities.)*

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Signed \_\_\_\_\_\_\_\_\_\_\_\_\_

Typed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cabinet or Department\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_