# STATEMENT OF BAD DEBT PROVISIONS & RESERVES

Financial Period Report

**Entity Name:** _____ **Report Date:** _____

**Reporting Period:** _____ **Currency:** _____

## 1. ALLOWANCE FOR DOUBTFUL ACCOUNTS (RECONCILIATION)

| TRANSACTION DESCRIPTION | AMOUNT |
|---|---|
| Opening Allowance Balance (Beginning of Period) | |
| Add: Bad Debt Expense Provisioned during the Period | |
| Less: Accounts Written Off during the Period (Uncollectible) | |
| Add: Recoveries of Previously Written-Off Accounts | |
| **Ending Allowance Balance (End of Period)** | |

## 2. AGING-OF-RECEIVABLES METHOD (GENERAL PROVISION)

| AGING CATEGORY | GROSS ACCOUNTS RECEIVABLE | ESTIMATED UNCOLLECTIBLE (%) | REQUIRED PROVISION AMOUNT |
|---|---|---|---|
| Current (0 - 30 Days) | | | |
| Past Due (31 - 60 Days) | | | |
| Past Due (61 - 90 Days) | | | |
| Past Due (91 - 120 Days) | | | |
| Over 120 Days | | | |
| **Total General Provision** | | | |

## 3. SPECIFIC PROVISIONS (INDIVIDUAL IDENTIFIABLE ACCOUNTS)

| CUSTOMER NAME / ACCOUNT REFERENCE | REASON FOR SPECIFIC PROVISION | OUTSTANDING BALANCE | PROVISION RATE (%) | SPECIFIC PROVISION AMOUNT |
|---|---|---|---|---|
| | | | | |
| | | | | |

| CUSTOMER NAME / ACCOUNT REFERENCE | REASON FOR SPECIFIC PROVISION | OUTSTANDING BALANCE | PROVISION RATE (%) | SPECIFIC PROVISION AMOUNT |
|---|---|---|---|---|
| | | | | |
| **Total Specific Provision** | | | | |

## 4. SUMMARY OF BAD DEBT RESERVE REQUIREMENTS

| | |
|---|---|
| **Total Required Allowance (General + Specific Provisions)** | |
| Less: Current Balance in Allowance Account (Before Adjustment) | |
| **Required Bad Debt Expense Adjustment (Journal Entry Amount)** | |

## NOTES & EXPLANATIONS

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|---|---|---|
| Prepared By (Financial Accountant) | Reviewed By (Finance Manager) | Approved By (Chief Financial Officer) |