Provision for Bad Debts Calculation Statement

Company Name: _____ **Date:** _____

Financial Period: _____ **Prepared By:** _____

1. ACCOUNTS RECEIVABLE AGING & PROVISION CALCULATION

Aging Category	Outstanding Balance ($)	Estimated Loss (%)	Required Provision ($)
Current (0 - 30 Days)			
31 - 60 Days			
61 - 90 Days			
91 - 120 Days			
Over 120 Days			
Specific Identification (Individual Accounts)			
Total Accounts Receivable / Required Provision (A)			

2. RECONCILIATION OF ALLOWANCE FOR DOUBTFUL ACCOUNTS

Transaction Description	Amount ($)
Opening Allowance Balance (Beginning of Period)	
Less: Actual Accounts Written Off (During the Period)	
Add: Recoveries of Bad Debts Previously Written Off	
Adjusted Allowance Balance Before Current Provision (B)	
Required Ending Allowance Balance (From Section 1, "A")	
Bad Debt Expense / Adjustment Required (A - B)	

3. AUTHORIZATION & APPROVALS

_____ _____

Prepared By (Signature / Date) Approved By (Signature / Date)

Name: Name:
Title: Title: