

Regulation
No. 1130-2-25

30 March 1998

Project Operations
SURVEILLANCE OF USER FEE PROGRAM

1. Purpose. This regulation provides the policy and procedures for designating authorized recreation user fee collectors, cashiers, and alternate cashiers. It also outlines general accountability procedures to be followed in handling user fee permit books, ENG Form 4457.
2. Applicability. This regulation applies to all elements of the Little Rock District.
3. References:
 - a. ER 1130-2-550, Recreation, Operations, and Maintenance Policies, 15 November 1996.
 - b. ER 37-2-10, Accounting and Reporting Civil Works Activities, 1 April 1969.
 - c. SWLOM 37-1-1, Collection and Safeguarding Government Funds, Funds Control and Cost Accounting Codes, and Procedures Finder COEMIS, 1 May 1990.
 - d. DAEN-CWO-R letter, dated 6 May 1986, subject: Recreation User Fees/Cost Recovery.
4. Responsibility. The District Engineer is responsible for assuring that the total revenue received from the sale of recreation user fee permits is returned to the Treasury of the United States in a safe and cost effective manner. This is accomplished through the sale of accountable permits by authorized fee collectors and remittance of the funds by authorized cashiers. Each Operations Project Manager (OPM) is responsible for implementing additional internal control measures to protect both the funds and the personnel involved in the user fee program. All of these actions are subject to independent audits as a further safeguard. All authorized fee collectors, Recreation Fee Cashiers (RFC) and their alternates will be advised at the time of their designation that their records are subject to periodic unannounced audits. All contract park and gate attendants will be bonded for a minimum of \$10,000.

This regulation supersedes LRDOM 1130-2-25 dated 10 September 1990.

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5. Procedures. This regulation addresses the basic accountability procedures for the permits sold to generate the revenue, the persons authorized to sell the permits, and the designation of fee cashiers and alternates.

a. Personnel.

(1) The OPM will provide the District Engineer and the RFC at the project with a list of those persons with authority to collect recreation user fees at projects under his/her jurisdiction. These may include:

(a) Persons authorized to wear the Natural Resources Management uniform (rangers, park managers) and office clerical personnel.

(b) Contract park or gate attendants.

(c) Off-season volunteers.

(2) The OPM will designate, in writing, an RFC and an alternate RFC. These persons should be full/part-time permanent or seasonal employees who have not been authorized to collect user fees.

(3) At those project offices where it is impractical to designate an RFC and an alternate RFC in addition to the personnel involved in the collection of user fees, the District Engineer may grant authority for bonded contract gate attendants to transmit user fee revenues directly to the USACE Finance Center (UFC), Millington, TN. This alternative requires strict controls to be in place to assure funds security as outlined in reference 3f.

(4) Any change in the employment status of any of these designated persons or a change in the method of fee transmittal will promptly be reported to the District Engineer.

b. Permit Accountability.

(1) DA Form 410, Receipt for Accountable Form, will be used whenever User Fee Permit books, ENG Form 4457, are transferred between offices or personnel. This will provide for better accountability of the unused permits.

(2) Projects will report their anticipated need for User Fee Permits in the annual update of the Natural Resources Management System (NRMS) data base. This report will also include the number of user permits sold the previous year and the number of unused permits on hand at the project.

(3) The Natural Resources Management Section will notify IMO of permit requirements for each Project Office. IMO will transmit user fee permits to the designated RFC at that office using DA Form 410.

(4) The RFC will be responsible for proper storage of unused permits in stock at the project in a manner approved by the OPM. DA Form 410 will be used to record the transfer of permit books from the RFC to the authorized collectors. Past experience should provide a good basis for verifying the reasonableness of the number of permits and the frequency of requests for additional permits.

(5) Authorized fee collectors will return completed User Fee Permit books to the RFC promptly upon completion, and in no case more than 7 days after completion of the book(s). The RFC will reconcile his/her records of books issued and returned by each collector. Additional books can be issued where anticipated conditions warrant, i.e., holiday, special activity, etc.

(6) Authorized fee collectors will return all unused and partially used permit books at the end of their employment period or at the conclusion of the user fee season. The authorized collector will complete a DA Form 410 for books and partial books returned to the RFC.

(7) Each RFC will prepare a report reconciling (by permit number) the books received, books used (full and partial), total face value of all permits issued, and number of books and partial books on hand. This report will be furnished through the OPM to reach the Chief, Operations Division, within 30 days after the end of the fiscal year.

6. Internal Controls.

a. The Chief, Operations Division, is responsible for:

(1) Providing the OPM with information necessary to implement any additional internal control measures required to protect both the funds and personnel involved in the User Fee Program.

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(2) Directing representatives from Natural Resources Management Section to make spot inspections of the User Fee Permit records in conjunction with the annual inspection of the project.

(3) Reviewing the report of findings from the audit of the RFC in the field.

(4) Coordinating anticipated User Fee Permit requirements with Project Offices and Information Management Office.

b. The OPM is responsible for:

(1) Ensuring that the RFC is audited at least once a year. A minimum of 10 percent of permits issued to the RFC will be audited on a sampling basis to assure that monies collected were in fact remitted to the UFC. General requirements of the audit are:

(a) The person designated to conduct the audit may be from the District or Project Office. He/she may not be an authorized fee collector or under the supervision of the RFC.

(b) The designated auditor will receive copies of the Remittance Register (ENG Form 3313) and the signed issuing document (DA Form 410). The status of each permit sampled should be established and documented to the audit report as being either unsold, voided, or sold and funds remitted to UFC. Those permits, which have been sold, must be matched to a remittance report validated by UFC.

(c) After the audit is completed, a report of findings will be forwarded to the Chief, Operations Division.

(2) Conducting unannounced spot audits of records maintained by contract gate attendants authorized to make direct transmittal of fee receipts. These audits will be made at least once in every two-week period in accordance with USACE guidance outlined in paragraph 3f.

(3) Establishing additional internal control procedures that may be deemed necessary. These could include spot checks to reconcile permit receipt information maintained by the RFC with remittance register information. The RFC or alternate could make periodic unannounced inspection of the records being maintained by the authorized fee collectors or contract personnel.

7. Suspected Irregularities. Any person with evidence of wrong doing in any aspect of the User Fee Program should advise the OPM or the District Engineer immediately so that an appropriate investigation may be initiated.

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8. Matters Not Covered. Any matters concerning the fee collectors, RFC's and their alternates, or the accountability of the User Fee Permits that are not covered in this or other official guidance should be referred to the Chief, Operations Division, for review and appropriate action.

FOR THE DISTRICT ENGINEER:


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DISTRIBUTION A