

USDA-RD
Form RD 1951-44
(Rev. 10-03)

MANAGEMENT CONTROL AND REVIEW OF FIELD OFFICE COLLECTION ACTIVITIES

Requirement/Review Criteria	Compliance		
	YES	NO	N/A
<p>Safeguarding Collections:</p> <ol style="list-style-type: none"> Form RD 451-1, "Acknowledgement of Cash Payments," is prepared for all cash receipts for all programs and is prepared in numerical sequence. Cash is converted to draft, cashier's check or money order. Collections are generally paid by check or money order and not by cash. All non-AMAS collections are posted to Form RD 1951-49, "Register of Collections," and all AMAS collections are entered to the AMAS Call Date Recap Detail Report data entry screen immediately upon receipt. Cash, checks, and money orders are stored in a locked cabinet or locked drawer during the day and in a locked fireproof safe at night. Miscellaneous collections are mailed to the designated lockbox each day. Employees processing collections via the AMAS Cash (AMAS-CSH) system are required to have payment certification. (Reference RD Instruction 1951-K.) Form RD 1951-64, "Online Payment Certification Monitoring Log," is used to document AMAS collection processing for each monitoring activity. (Reference RD Instruction 1951-K.) <p>Processing Collections:</p> <ol style="list-style-type: none"> Collection documents (Forms RD 1951-49, 451-1, 451-2, "Schedule of Remittances;" 370-46B, "Payment Coupon;" 3550-17, "Funds Transmittal Report;" 3550-26 and 3550-27, "Substitute Payment Coupon;" and "AMAS Call Date Recap Detail Report" data entry screen; etc.) are prepared correctly and in accordance with the FMIs. Wholesale lockbox collections are balanced daily by preparing Form RD 1951-60, "Field Office Remittance Reconciliation Report." The Form RD 1951-49, and/or AMAS Call Date Recap Report data entry screen is/are balanced daily to Forms RD 370-46B, 1951-60, 3550-17, 3550-26, 3550-27 and farm credit related collection items transmitted to the local Farm Service Agency office for processing. 			

(see reverse)

PROCEDURE FOR PREPARATION : RD Instruction 1951-B.

PREPARED BY : Area Supervisor, State Management Control Coordinator, Local Office Supervisor, or designee.

NUMBER OF COPIES : For monthly field office reviews, an original only.
For annual oversight reviews, an original and two.

SIGNATURES REQUIRED : For monthly collection office reviews, office supervisor.

For annual oversight reviews, Area Supervisor, State Management Control Coordinator, or designee performing the review.

(10-28-03) SPECIAL PN

	YES	NO	N/A
Processing Collections: (Con.)			
12. AMAS Cash payment errors which prevent balancing and releasing of the payment block must be corrected within 5 workdays. (Reference AMAS Online Payment Processing Manual.)			
13. Collections are sent to the correct location or designated lockbox address for the applicable collection method (wholesale lockbox, direct payment lockbox, RHS wholesale or retail lockboxes, etc.).			
14. For collections received and submitted by field offices, borrower on-line account history and or payment status screens are periodically checked (at least 2 business days per month) to confirm that collections are updated to the automated accounting system for the correct amount and date of credit.			
15. Administrative collections (freedom of information fees) etc., are sent with Form RD 104-1, "Public Information Transmittal and/or Receipt, and/or transmittal explaining disposition of funds to the lockbox address listed in RD Instruction 2018-F, §2018.255(e)(3).			
16. Cash collections over \$10,000 are reported to the Internal Revenue Service in accordance with RD Instruction 1992-E, §1992.202.			
Separation of Duties:			
17. To the extent practical, at least two employees will be involved in receiving and processing collections. One employy receives collections and prepares the cash receipts and collection logs (i.e., Form RD 451-1, Form RD 1951-49, or AMAS Call Date Recap Detail Report data entry screens); and a second employee prepares the collection data for payment application (i.e., Forms 451-2, 3550-17, 3550-26, 3550-27, and 370-46B); and the first employee who received and recorded the collection (or third person) balances the daily collection items.			
18. The daily collection log (Form RD 1951-49 or AMAS Call Date Recap Detail Report data entry screen) is reviewed and initialed by an employee other than the employee who prepared the Form RD 1951-49 or entered the collection in the AMAS Cash System.			
19. The above duties are rotated at least semiannually.			
20. The field office supervisor reviews collection activities monthly and documents the results of the review on this form.			

	YES	NO	N/A
File Maintenance:			
21. Operational files are maintained in accordance with RD Instructions 2033-A, "Records Management in State, District, and County Office" and 1951-B.			
22. Forms RD 451-1 are stored in a locked fireproof cabinet.			
23. The numeric sequence of numbers listed on Form RD 2024-6, "Notice of Transmittal and Receipt," used to transmit new supplies of Form RD 451-1 booklets to field offices, agree with the sequential numbers on Form RD 451-1's.			
24. Copy of Form RD 2024-6 acknowledging cash receipt books are filed in the operational file.			

Address of Office Location Being Reviewed: _____

Month(s) Reviewed: _____

Signature of Reviewer: _____

Date of Review: _____

Comments:

DISTRIBUTION COPIES : For monthly field office reviews, original to file in the office being reviewed as prescribed in RD Instruction 1951-B.

For annual oversight reviews, State Management Control Coordinator, Area Supervisor, and field office being reviewed.

INSTRUCTIONS FOR PERFORMING REVIEWS

This FMI and form prescribe the management control requirements for the handling and custody of collections. All employees who receive collections are responsible for complying with control requirements outlined in this FMI and form. Instructions for receiving and processing collections are contained in RD Instructions 1951-B and 1951-K; HB-1-3550; AMAS Online Payment Processing Manual; and related FMIs.

This form will be used to document the results of annual oversight reviews of field office collection activities which must be completed by December 31 of each year, and to document the results of monthly field office collection activity reviews. **For purposes of this FMI, a field office is any Rural Development office (to include local offices, area offices, state offices, etc.) that receive and process collections. Field offices receiving and processing collections may vary from state to state depending on the state's organizational structure.**

- The monthly review will be performed by the field office supervisor. The annual oversight review will be performed by the State Management Control Coordinator, Area Supervisor, or designee who can perform the review in an oversight capacity.

- The reviewer will select a representative judgment sample of collection activity to review (at least 2 business days of activity per month since the last month of the previous review).

- The reviewer will complete the form indicating compliance or noncompliance. Noncompliance responses must be fully explained in the "comments" section at the end of the form and have a recommended corrective action.

- Upon completing the review, the reviewer will sign and date the form and distribute a copy of the completed form as follows:

--For monthly field office reviews, the completed form will be filed in the field office operational files.

--For annual oversight reviews, a copy of the completed form will be sent to the State Management Control Coordinator, Area Supervisor, and the field office being reviewed.