

Reclamation Manual

Directives and Standards

1. Instructions for Completing the Collection Information Form (CIF). (See Appendix B for a sample CIF).

A. Part I, General Information.

- (1) This part contains information concerning the use authorization or contract generating the revenues that will be collected or received by Reclamation. In block A, the payer is the individual or entity that is making the payment to Reclamation (i.e., lessee, permittee, contractor, payee, etc.). In block B, the reference number is the identification number of the use authorization or contract that is generating the revenues. In block C, the appropriate box must be marked to identify the payment frequency to Reclamation of revenues from the specific use authorization or contract. Blocks D and E will provide additional information regarding the effective date and the duration of the use authorization or contract generating the revenues.

Example of a completed Part I - General Information.

I. GENERAL INFORMATION		
A. Payer John Farmer	B. Reference no. 8-LM-50-01230	C. Payment Frequency One time <input type="checkbox"/> Recurring <input checked="" type="checkbox"/> Frequency <u>annual</u>
D. Effective Date 01/01/98	E. Duration 5 years	

- (2) In this example, John Farmer has entered into right-of-use agreement No. 8-LM-50-01230, dated 01/01/98, with Reclamation for 5 years. Revenues for this agreement will be collected on an annual basis.

B. Part II, Project Information. This part includes information which identifies the project involved, such as name, division or unit, feature of the project or unit (i.e., specific dam, reservoir, canal etc.), and the repayment or water service contracting entity(ies). In some instances, the contracting entity shown in Part II.D. will also be the payer identified in Part I.A. In those cases where revenues are appropriately credited to the project or to the repayment or water service contractor's annual obligation, the repayment or water service contracting entity(ies) shown in this part will receive the benefit of such credit.

Example of a completed Part II - Project Information.

II. PROJECT INFORMATION		
A. Project Name	B. Division/Unit	C. Feature
Milk River	Chinook	N/A
D. Repayment Entity/Water User: ABC District		

Reclamation Manual

Directives and Standards

C. Part III, Land Status.

- (1) This part of the CIF identifies whether the lands generating the revenues are withdrawn, acquired, public domain, improved withdrawn, or donated acquired. If the revenues are generated from the incidental use of Reclamation lands, identification of the land status may be critical in determining the appropriate disposition of the revenues. Whether or not land status affects the disposition of revenues is dependent upon the source of the revenues, the authority for the generating activity, and/or whether the entity or project is entitled by legislation to certain types of credits. For instance, if a grazing or farming use authorization on Reclamation project lands is entered into and an entity has a valid subsection I of the Fact Finders' Act of December 5, 1924, contract provision, land status does not dictate the disposition of revenues. If you are unsure whether land status affects the disposition of revenues, contact your regional revenues coordinator for assistance. Also see Paragraph 3.I. of Reclamation Manual (RM) Policy, *Incidental Revenues* (PEC P03) for more information on land status.
- (2) At times, a use authorization or contract may involve more than one land status (e.g., withdrawn and acquired). When this situation arises, in order to distribute revenues accurately, the appropriate percentage of each land type must be identified, with the sum of the land types equaling 100 percent.
- (3) Land status "N/A" is to be used when the revenues being collected or received are from an incidental use that does not involve land (i.e., sale or rental of surplus water).

Example of a completed Part III - Land Status.

III. LAND STATUS (Must Equal 100%)					
A. Acquired	% 33	B. Withdrawn	% 67	C. Donated Acquired	%
D. Improved Withdrawn	%	E. N/A	%		

D. Part IV, Collection Information.

- (1) This part identifies the source of the revenues, the amount received or collected, the three-digit revenue source code, the one-letter land status code, and the two-digit disposition code. Although administrative fees are not incidental revenues, there is a fourth row provided in which to identify the administrative fee that is charged. Because payments made to Reclamation are often a combination of the administrative fee and the value of the use authorization or contract, which is an incidental revenue, including the administrative fee will provide Reclamation finance offices with the detail necessary to credit the appropriate accounts. (The codes for revenue source, land status, and disposition are found in the Collection Information Code (CIC) Table, Appendix C.) If you are unable to complete this part of the CIF, contact your regional revenues coordinator for assistance.

Reclamation Manual

Directives and Standards

- (2) In those situations where an individual use authorization or contract involves more than one land status, Part IV must contain a line completed for each land type.

Example of a completed Part IV - Collection Information.

IV. COLLECTION INFORMATION				
A. Source of collection	B. Amount	C. RSC (Three-Digit Source Code)	D. Land Status	E. Disposition Code
1. Grazing lease	\$2,000	571	A	02 (tail-end credit)
2. Grazing lease	\$4,000	571	W	03 (Reclamation Fund)
3.				
4. Admin fee	\$200	502	N	09
F. Completed By Jack Brown, Lands Division, Montana Area Office			G. Phone # (406) 555-1234	H. Date 12/20/98

- (3) This example demonstrates the detail necessary to accurately identify a grazing use authorization lease that contains 600 acres of project land of which 200 acres (33 percent) are acquired lands and 400 acres (67 percent) are withdrawn lands at a lease rate of \$10 per acre. The fourth row also identifies that a \$200 administrative fee has been charged.

E. Part V, Accounting Information.

- (1) This part translates the collection information into accounting information so that accurate data will be entered into the financial system. Columns A, B, and C of Part V comprise Reclamation's standard 18-digit cost structure. The "fund" column identifies the appropriate fund to be credited, the "program" column identifies the project and cost structure, and the "job" column provides the subsidiary detail relating to the Division or Feature of the project. The organizational code column D identifies the region and suborganization within a region.
- (2) Column E of Part V is a consolidation of the information provided in Part IV columns C, D, and E. The entries in and sum of Column F of Part V will match the entries in and sum of Column B of Part IV.

Reclamation Manual

Directives and Standards

Example of a completed Part V - Accounting Information.

V. ACCOUNTING INFORMATION					
A. Fund (3 digits)	B. Program (8 digits)	C. Job (7 digits)	D. Org Code (7 digits)	E. Collection Information Code (6 digits)	F. amount
1. 605	00154600	3160000	6730000	571A02	\$2,000
2. 605	00154941	1000000	6730000	571W03	\$4,000
3.					
4. Admin Fee 604	00000000	0000000	6730000	502N09	\$200
G. Completed By Jennifer Smith, Finance Office, GP Region			H. Phone # (406)555-4321	I. Date 12/25/98	

- (3) In the example above, revenues from that portion of the grazing lease involving acquired lands will be credited to the rent of land (fund 605), as a tail-end credit to the Chinook Division of the Milk River Project (program 00154600), (job 3160000). The revenues from that portion of the grazing lease involving withdrawn lands will be credited to the rent of land (fund 605), as a credit to the Reclamation Fund with no reference to a specific project (program 00154941), (job 1000000). The first digit of the organizational code identifies the Great Plains Region, the second digit the Montana Area Office, and the third and fourth digits a division within the Montana Area Office. Column E indicates the disposition of the grazing lease revenues by assigning CIC 571A02 for the acquired lands and CIC 571W03 for the withdrawn lands. Column F indicates the amount of revenues collected from the lease of acquired and withdrawn Reclamation lands.
- (4) The fourth row is an example of the accounting of the administrative fee that was charged for the grazing lease.

Reclamation Manual
Directives and Standards

COLLECTION INFORMATION FORM

I. GENERAL INFORMATION					
A. Payer	B. Reference no.	C. Payment Frequency			
		One time <input type="checkbox"/> Recurring <input type="checkbox"/>			
D. Effective Date	E. Duration	Frequency_____			
Additional Information for Part I					
II. PROJECT INFORMATION					
A. Project Name	B. Division/Unit	C. Feature			
D. Repayment Entity/Water User:					
Additional Information for Part II					
III. LAND STATUS (Must Equal 100%)					
A. Acquired	%	B. Withdrawn	%	C. Donated Acquired	%
D. Improved Withdrawn	%	E. N/A	%		
Additional Information for Part III					
IV. COLLECTION INFORMATION					
A. Source of collection	B. Amount	C. RSC (three digit source code)	D. Land Status	E. Disposition Code	
1.					
2.					
3.					
4. Admin Fee					
F. Completed By			G. Phone #	H. Date	