

APPENDIX Q  
DIRECT TRANSMITTAL OF RECREATION USE FEES

Q-1. To implement this program the following procedures are required:

a. Issue fee books, and/or annual day use passes and/or Golden Age Passports with Receipt for Accountable Form. (DA Form 410) to contract or volunteer fee collectors. This is an important means of verification. Fee collectors are accountable for all ENG Form 4457, ENG Form 4839B permits, and Golden Age Passports issued to them. They must either return unused forms or remit monies and documentation for used forms.

b. Fee collectors will prepare all documentation presently required by the servicing F&A office. Fee collectors are responsible for directly mailing this to F&A with fee remittances. Project personnel are responsible for insuring that contract or volunteer fee collectors complete all documentation and remittance transmittals correctly and in a timely manner.

c. Fee collectors contracting under this procedure are responsible for all fee monies from the time they are collected to their receipt by the servicing F&A office. Fee remittances must be transmitted to the F&A office by money order or certified check. Contract or volunteer fee collectors making direct transmittals must be bonded for the maximum amount which may be collected before transmittal to the F&A office. The surety bond for volunteer fee collectors may be paid for by the government. It is the responsibility of the contract/volunteer fee collector to provide an adequate fidelity bond to the Operations Manager prior to beginning work. Note that the required bond is not a security or performance bond.

Q-2. When instituting this program, it is important to have close coordination between Operations Managers and Finance and Accounting personnel.

Q-3. In order to insure the security of collected fees, strict controls must be in place. Unannounced spot audits of each contractor/volunteer by project personnel must be performed and documented on a regular basis. It is essential that project personnel train fee collectors on the necessity of funds security. A complete reconciliation of all ENG Form 4457s and/or ENG Form 4839B's and/or Golden Age Passports issued and monies collected and either currently held or previously transmitted by the contractors/volunteers must be made by Operations Management personnel as often as necessary to insure full accountability. Fee collector contracts must specify that final payment will not be made to the contractor until all funds are reconciled.

Q-4. Fee collectors preparing a transmittal of recreation use fees from a NRRS™ park should refer to the Bill for Collections section of the current Operating Procedures Manual.