

MICHIGAN DEPARTMENT OF NATURAL RESOURCES	PROCEDURE FOREST, MINERAL AND FIRE MANAGEMENT PROGRAM SERVICES SECTION	NO. 261
		APPROVED:
		July 16, 2004

SUBJECT: Receipts, Remittances, and Opening Mail.

POLICY: It is the policy of Forest, Mineral, and Fire Management to insure appropriate, timely, and accurate cash management in accordance with State and Department policy/procedures.

PURPOSE: To provide Internal Control over Cash Receipts.

REQUIREMENTS: All money received by the Forest, Mineral and Fire Management Lansing Office must be delivered to the DNR Cashier in the Office of Financial Services Division prior to 3:00 p.m., each day. Forest, Mineral and Fire Management field locations must deposit in the State Treasurer’s Bank Account as outlined below.

EXCEPTION: On **September 30**, all money must be delivered to the DNR Cashier by **11:00** a.m., and deposited in the local State Treasurer’s Bank Account prior to **2:00** p.m.

- Cash, Checks, Money Orders, etc., being retained on-site until deposit must be stored in a secure location such as a safe or locked file cabinet, etc.
- The Department of Treasury requires the Endorsement Stamp to contain, at minimum, the following information:
 - For Deposit Only
 - State of Michigan
 - Department of Natural Resources
 - Forest, Mineral and Fire Management and Location Name

The Michigan Department of Treasury is maintaining a log of all currently used endorsement stamps. Therefore, a copy of any new endorsement stamp must be provided to the DNR Cashiering Supervisor in the Office of Financial Services Division, Cashier’s Office, 3rd Floor, Stevens T. Mason Building, Lansing, Michigan.

RELATED

PROCEDURES: DNR Administrative Procedure 02.01-01
DNR Guidelines regarding mail handling

WHO	DOES WHAT
DNR Receiving Location	<ol style="list-style-type: none"> 1. Opens the mail or campground envelopes the same day it is received, using the DNR Guidelines regarding mail handling. <ol style="list-style-type: none"> a. Two or more employees must be present and take part in the opening of mail or campground envelopes, where applicable. b. DNR staff processing the mail does not open mail if marked personal, confidential, or sealed bid. c. Routes misdirected mail to the appropriate Division/Office. d. Records all cash, checks, money orders, etc., on the DNR form R1563E Daily Cash Log, requiring two signatures where applicable. e. Endorses the upper one third of the back of all checks with the endorsement stamp. <p>Note: For all checks and money orders received in error, complete DMB Form 529, Interdepartmental Mailing Receipt, and attach a copy of the R1563E, Daily Cash Log.</p> 2. Delivers all non-monetary pieces of mail to the appropriate Forest, Mineral and Fire Management staff person for processing. This processing includes having the envelopes recycled, all pages of the invoice or reimbursement request date stamped, stapling appropriate correspondence and giving to the appropriate staff for processing, unless there is a legal requirement to retain the envelope for the post mark. 3. Paper clips remittance to correspondence and envelope, if applicable. 4. Runs two calculator tapes or enters amounts into an Excel spreadsheet for batch total.

WHO	DOES WHAT
Forest, Mineral and Fire Management Lansing Staff	<ol style="list-style-type: none"> 5. Records cash/checks, etc., on R1563e, Daily Cash Log or equivalent that has been approved by the Forest, Mineral and Fire Management Accountant, verifies that the totals match with the calculator tape or spreadsheet and completes R1561E, Remittance Report. 6. Makes copy of the Remittance Report including any other Program remittance reports, [First page for reference purposes] e.g., commercial forest application fee, forest fire reimbursement, mineral royalty payment, etc., and makes two copies of all checks that have been recorded on the Daily Log. 7. Attaches one copy of the checks to the original the Daily Cash Log and one copy of the Remittance Report to be filed in the Forest, Mineral and Fire Management Program Services Section. 8. Attaches original checks to the original Remittance Report and delivers to the DNR Cashier's Office. 9. Attaches the second copy of the checks to any correspondence, if applicable and distributes to the appropriate Forest, Mineral and Fire Management staff. 10. If applicable, Program Services Section provides a copy of the DNR Cashier's Office validation stamped Remittance Report to the appropriate programmatic staff for proper recording and reconciling e.g., mineral royalty payment or nomination form, and retains original in Program Services Section.
Forest, Mineral and Fire Management Field Staff	<ol style="list-style-type: none"> 11. Records cash/checks, etc., on R1563e, Daily Cash Log or equivalent that has been approved by the Forest Mineral and Fire Management Division Accountant. Verifies that the totals match with the calculator tape or spreadsheet and completes R1565e, Deposit Fax Cover Sheet. Records all checks on a PR 1420 Official Receipt or PR 4166 Fuelwood Permit (this form in TSale). <p>NOTE: Collections from Campground envelopes do not require FMFM to fill out form R1563E, Daily Cash Log and Deposit Fax Cover Sheet will be produced from the Campground Program.</p> <ol style="list-style-type: none"> 12. Makes one copy of all checks or money orders that were recorded on the form R1563E Daily Cash Log. 13. Fills out one Deposit Ticket as follows: <ul style="list-style-type: none"> • Cash • Coin • See attached (if there is more than one check) 14. Attaches copy of calculator tape or spreadsheet to deposit ticket along with all the cash, checks, money orders, etc., and goes to bank. <p>NOTE: Deposits must be made if the total exceeds \$500.00, or at least weekly.</p> <ol style="list-style-type: none"> 15. After deposit has been made and bank validates the deposit ticket, make two copies of the R1565e, Deposit Fax Cover Sheet with the deposit ticket on the bottom. Fax one copy to the Cashier's Office in Lansing and retain a copy in the office attached to all original receipts and forward the second copy to Forest, Mineral and Fire Management, Program Service Section with a copy of all associated receipts for reconciliation.