

USACE Recreation Use Fee SOP and Implementation of EC 1130-2-550, Chapter 9

How was the 1st Year?

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USACE Agency Pass

Year	No. Issued	Revenue
FY 16	52K	\$2.0M
FY15	79K	\$1.9M

Day Use Passes

Year	Revenue
FY 16	\$10.2M
FY15	\$5.8M



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What Impacted the Numbers?

- **Annual Pass**

- ▶ Numbers sold decreased due to Senior and Access America the Beautiful (AtB) Passes.
- ▶ Revenue increased because cost went to \$40/pass

- **Day Use Revenues Increased**

- ▶ Minimum \$5 per private non-commercial vehicle
- ▶ Minimum \$20 per bus or commercial vehicle
- ▶ Minimum \$2 per adult for walk-in or bike in (number of individuals in the private vehicle/bus/commercial vehicle does not apply).



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AtB Passes Issued

Pass Type	No. Issued	Revenue
Annual	1.3K	\$16.5K
Senior	32.4K	\$310.9K
Access	8.5K	N/A
Every Kid in Park (EKiP)	7.4K	N/A
Military	1.0K	N/A
Volunteer	.1K	N/A



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Special Use Permits

Permit Type	Permits Issued	Revenue
Special Facility	9.2K	\$341.3K
Special Activity	1.9K	\$49.1K
Special Events	1.0K	\$53.6K



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Changes in FY 18

- USACE Agency Annual Pass
 - ▶ Determination if we keep it.
- AtB Senior Pass
 - ▶ \$20 Annual Senior Pass
 - ▶ \$80 Life Time Senior Pass



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We Need Your Input

- What would you like to see changed?



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Revenue

When can we expect it and what
can it be used for?



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AtB Passes - Revenue

- **Funds from AtB Pass revenues can ONLY be expended for these categories:**
 - ▶ Repair, maintenance and facility enhancement related directly to visitor enjoyment, visitor access, health and safety.
 - ▶ Interpretation, visitor information, visitor service, visitor needs assessments and signs.
 - ▶ Habitat restoration directly related to wildlife-dependent recreation that is limited to hunting, fishing, wildlife observation or photography.
 - ▶ Law enforcement related to public use and recreation.
 - ▶ Direct operating or capital costs associated with the recreation fee program.
 - ▶ Administration of the recreation fee program (can not exceed 15% of total pass fee revenue collected).
 - ▶ Funds CANNOT be used for biological monitoring.



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Special Use Permits - Revenue

- Revenue will be used solely for administering the Special Use Permits and carrying out related operation and maintenance activities at the site at which the fees are collected.



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Why do we have a USACE Recreation Use Fee Program Standard Operating Procedure (RUF SOP)?

- USACE has never had a defined RUF SOP.
- Defines the roles of the different types of Government Fee Collectors.
- Defines the security measures required to protect government funds.
- Defines auditing procedures.



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USACE RUF SOP

- OPM and Manager are responsible for implementation of this SOP.
- Government Fee Collectors must be designated in writing by the Finance and Accounting Officer (FAO)



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USACE RUFSOP

Recreation Fee Cashier (RFC and Alternate (ARFC) roles.

- Receive collections on behalf of the Government and transmit to the USACE Finance Center or NRRS.
- Ensure fee collections are remitted once a week or at any time the amount collected exceeds \$5,000.
- Endorse each negotiable instrument immediately upon receipt.
- Secure collections which have not been transmitted.



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USACE RUF SOP

Recreation Fee Cashier (RFC and Alternate (ARFC) roles.

- Maintain necessary documentation to show accountability of fee collections.
- Record all accountable fee property and use fee collection/remittance documentation.
- Track fees from initial collection through the remittance process until fees are deposited with the US Treasury.
- Correct errors and verify deposits have been reconciled, and record evidence that the funds were deposited to the Treasury.



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USACE RUF SOP

Receipts

- A receipt shall be used to transfer all accountable fee property and government funds (use fees) between all collectors and from collectors to the RFC or ARFC.
- Both persons must sign the receipt after agreeing to the amount.
- Under **NO** circumstances shall accountable property or government funds be received, accepted, assigned or transferred without a receipt.



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USACE RUF SOP

Remitting Fee Collections

- Make deposits no less than once a week, or at any time the amount collected reaches or exceeds \$5,000.
- Remittances shall be mailed during normal business hours (Mon-Fri) from either inside U.S. Post Office facilities or from the Project Office.
- Remittances shall not be left overnight in the Project Office mail box.



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USACE RUF SOP

Remitting Fee Collections (NRRS Collections)

- Contractor mails directly to the NRRS lock box:
 - ▶ At the discretion of the OPM or Manager
 - ▶ A copy of the Deposit Summary Report (DSR) must be provided to the RFC/ARFC within one week of remitting the monies.
 - ▶ **If this option is utilized a Quality Assurance Surveillance Plan must be included in the contract scope of work.**
- Contractor doesn't mail directly to the NRRS lock box:
 - ▶ At the discretion of the OPM or Manager
 - ▶ Delivers required items to the Project/Area Office
 - ▶ Strongly recommend use of a locking money bag for this transfer.
 - ▶ Upon arrival at the office, the envelope or locking money bag shall be given to the RFC or placed in a drop vault that only the RFC has key-controlled access.



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Volunteer Fee Collector (VFC)

- Volunteers may be authorized to sell permits and collect fees from the public.
- Volunteers may also be required to directly transmit funds to the NRRS Lockbox.
- Volunteer coordinator and RFC shall ensure that volunteers **sign a statement on the volunteer agreement that states the person accepts the risk and liability of handling government funds.**
- The volunteer coordinator shall ensure that the volunteers are properly trained, bonded and provided a security awareness briefing.



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USACE RUF SOP

Inspections

- Rec Fee Cashier or Alternate shall visit each gatehouse a minimum of once/week to review activities.
- **Honor boxes shall be inspected a minimum of every five years**
 - ▶ the Rec Fee Cashier or Key Control Officer along with a person who has a key to the outer shell.
 - ▶ Open outer shell and conduct an on-site compliance inspection.
 - ▶ Verify the double box/double lock key control policy is being enforced and that insert numbers match documentation and location.



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USACE RUF SOP

Audits

- Random
 - ▶ **Conducted at least once every five years**
 - ▶ Rec Fee Cashier or Alternate conduct unannounced spot audits of all collectors.
 - ▶ **Conduct unannounced spot audits of CGA and Volunteers a minimum of twice during the contract/service period.**
 - ▶ Honor vaults inspector must check key control master list and documentation for vault and insert box numbering and assignment.



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USACE RUF SOP

Audits

- **Quarterly**

- ▶ Rec Fee Cashier or Alternate will audit all collectors

- **Semiannual**

- ▶ Rec Fee Cashiers and Alternates will be audited by an authorized person designated by the Manager.

- **Annual**

- ▶ Entire lake/area Use Fee Program shall be audited by an authorized person from another lake/area office designated by the OPM or by a person from the District Office.
- ▶ Findings forwarded to the District Chief, Operations Division.



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USACE RUFSOP Records

- All use fee records must be kept a **minimum of six years and 3 months.**
- After must be destroyed by **shredding or burning.**



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USACE RUF SOP

Physical Security

- Gate Houses
 - ▶ Where feasible, all gatehouses should be equipped with an alarm system.
 - ▶ Lockable cash drawers for daily collections.
 - ▶ Equipped with either a combination safe or key lock safe.
 - ▶ Funds can not be commingled so if you have multiple collectors at the gate house then each must have their own safe.
 - ▶ Combination must be changed at least every six months or anytime contractor/volunteer changes.



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USACE RUF SOP

Physical Security

- Office Safes
 - ▶ Each RFC/ARFC and AC shall be assigned an individual combination lock safe module located within the main safe at the Project Office.
 - ▶ No “community area” in office safes shall be used to store accountable use fee property or monies.
 - ▶ Combinations must be changed at least every six months and upon transfer, separation, change of employees, etc.
 - ▶ Combinations of all safes and modular safes at the Project Office must be sent to the District Finance and Accounting Officer.



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Location of Additional Information

- NRM Gateway

- ▶ Recreation Use Fees Page

- <http://corpslakes.usace.army.mil/employees/policy.cfm?Id=usefeesprog&Code=All>

- Prepublication EC 1130-2-550, Chapter 9
 - USACE Recreation Use Fee SOP
 - Guide for Implementation of EC 1130-2-550, Chapter 9 and RUF SOP
 - Referenced ENG Forms



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Questions?

