

# M E M O R A N D U M

## REFERENCE:

ER 1130-2-500 (<http://www.usace.army.mil/inet/usace-docs/eng-regs/er1130-2-500/c-11.pdf> )  
EP 1130-2-500 (<http://www.usace.army.mil/inet/usace-docs/eng-pamphlets/ep1130-2-500/c-11.pdf> )  
Contributions Program Gateway Site:  
<http://corpslakes.usace.army.mil/employees/contribute/contribute.html>

S U B J E C T: Contribution Program / Contribution Box

POC: CENWP-OP-SR / Portland District Natural Resource Management Section 503-808-4327

For installation of Contribution Box at a Project Site:

Corps projects are able to accept contributions like that in a contribution box. The District Finance office will set up a "cost share" project that is fully funded by those contributions. One cost share account per project (AMSCO Project Code) can be set up. A cost share control linked to each AMSCO project code is required with an advance account linked to the cost share control. Marie Haindel (CENWP-RM-F) will set these up and maintain them. In order to maintain the cost share control record, Marie will need to be notified of all collections into the advance accounts.

Bill Simpson will set up one "sponsor" that we will use for all of the recreation cost shares. Karen Miller confirmed that a sponsor/debtor named "Recreation Donation Box" is acceptable in CEFMS.

As collections/deposits are made into the advance account, this will serve as funding for a work item that will be established for each project. The advantage of using this functionality is that when deposits are confirmed for the advance account, Budget gets an email generated by CEFMS that advises of unregistered funds. These will go only to the cost share funding account. Only people with permissions on the work item can use the funds. A resourced activity needs to be set up under the recreation hierarchy for each project in P2 to generate a work item in CEFMS for the cost share work item.

Steps:

1. Create debtor/sponsor in CEFMS (Bill Simpson CENWP-RM-F)
2. Set up advance account and cost share (Marie Haindel CENWP-RM-F)
3. Work item from P2 for each AMSCO Project Code (CENWP-OP-SR)
4. Collections to advance account (Marie Haindel or Authorized Recreation Fee Collector )
5. Confirmed deposit (UFC)
6. Email to Budget staff who creates register and fund account for cost share work item.
7. Money available to expend.

**How to accept larger value Contribution:** A patron or organization may be interested in donating to a park, but many not want to put a check or large amount of cash in the Contribution box. In this case, the Authorized Recreation Fee Collector may receive these funds at their office. A receipt must be given and the Collector must make it plain to the patron that receiving this Contribution is in lieu of placing it in the Contribution box. A standard receipt book is appropriate to use for this purpose. A note should be written stating the purpose of the Contribution.

**Signage:** A standard sign will be used to indicate that all contributions are voluntary and are not required to receive any services in our parks. As well, the signs should indicate that all proceeds will be used for improvements to this park.

**Reporting:** Engineering Report 3313 (remittance register) should be used to report monthly contributions or when they exceed \$1,000 dollars. If there is a \$1000 or more, a deposit is required. A weekly deposit is recommended if funds begin to come in on a regular basis. A monthly report will be maintained at the Portland District Office and be coordinated through district staff (Marie Haindel.)

**Use of contributed dollars:**

Any project / activity under \$25,000 can be completed using the work item associated with the Contribution box. For those projects valued over \$25,000 (labor and equipment included), your budget staff needs to be informed this is an asset work item. This new item will be considered an "asset" and must have a separate work item to complete the task.