

T-907

PORTLAND AREA ADDENDUM

BUDGET AND FINANCE

42 BIAM 6.3.2

ACCOUNTING INSTRUCTIONS

6.3.2 Collections.

A. Internal Control over Receipts.

(1) Deposit of Collections. All funds received and retained beyond a 24-hour period will require a full report signed by the Authorized Collector stating reasons for delay. The original report should be attached to the original schedule of collections for transmittal of a delayed deposit to the Area Office. A copy of the report should be attached to the retained agency copy of the schedule of collections.

In no event shall funds remain undeposited beyond a 48-hour period. When it is determined that both the Authorized Collector and the alternate Authorized Collector will not be available to make a deposit within the prescribed time limit, the Administrative Manager/Officer shall obtain telephonic authority from the Area Office to make the deposit. The Administrative Manager/Officer will be designated and bonded as an Authorized Collector to cover the emergency period.

(2) Unannounced Inspections of Collection and Depositing Procedures. Administrative Managers/Officers will be required to perform, at least once each quarter, unannounced inspections of collection and depositing procedures performed by Principal Authorized Collectors, Alternate Authorized Collectors, Authorized Collectors (Mail) and Field Collector Agents. Particular attention shall be given to document alteration. Inspections should be staggered in order to provide an element of surprise.

42 BIAM 6.3.2 Illustration 1, "Program of Inspection", shall be used as a guide for the performance of the quarterly inspections.

A short narrative as to coverage and other comments should be attached to the inspection sheet. Inspections are required of collection and depositing procedures performed by all persons who are responsible for the handling of cash receipts and collection documents. The original copy of the report shall be submitted to the Area Office marked "Attention -- Finance".

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42 IAM, Chapter 6
Book 11