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COMMISSIONER

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Administrative Procedure # A - R - 9

Subject: Revenue – Reporting Weekly Revenue Collected
And Completing Weekly Wire Transfers

Effective Date: February 1, 2014

Procedure Statement:

Park revenue is wired from the Park's operating bank account to DNR's bank account (in Atlanta) on a weekly basis. Weekly revenue reports and wire transfers are received and reported following this procedure.

Definitions:

Not Applicable.

Procedure:

REPORTING WEEKLY REVENUE COLLECTED/COMPLETING WEEKLY WIRE TRANSFERS:

Park revenue is wired from the Park's operating bank account to DNR's bank account (in Atlanta) on a weekly basis. Weekly revenue reports and wire transfers are received and reported as follows:

REVENUE RECEIVED	REVENUE REPORTED / WIRE TRANSFER COMPLETED
1 st – 7 th of the month	Due by the 11th
8 th – 14 th of the month	Due by the 18 th
15 th – 21 st of the month	Due by the 25th
22 nd – last day of the month	Due by the 4th

There is a three-step process to completing the weekly wire transfers:

1. Prepare the PARK Weekly Collection/Wire Transfer Report.
2. Complete the wire transfer of the cash/checks from the site's operating bank account to Atlanta's bank account.
3. Post wire transfer amount into Site's operating bank account (Quicken or Cash Disbursements Journal (CDJ)).

STEP 1 – PREPARE THE PARK WEEKLY COLLECTION/WIRE TRANSFER REPORT.

1. Obtain the PARK Weekly Collection/Wire Transfer Report.
2. Print off the Park Deposit Report for the week (Ex. 1st – 7th) out of Active and verify the total deposit matches the total weekly deposited amount on the PARK Weekly Collection/Wire Transfer Report.
3. Obtain the daily Hunting & Fishing License Reports from EGAL. (Daily Agent Total Report.) Enter the daily Gross Sales Amount and the daily Agent Fees on the PARK Weekly Collection/Wire Transfer Report. The report will calculate the amount EGAL will sweep and the amount of the commission you will keep and wire transfer.

STEP 2 – COMPLETE THE WEEKLY WIRE TRANSFER OF THE CASH/CHECKS.

1. Go to <https://ce.solutions-corporate.com>
2. Enter your company ID
3. Enter your User ID
4. Click Enter
5. Enter Password
6. Click Login (If you have any problems with login, contact DNR Cash Management, Linda Simmons via email, Linda.Simmons@dnr.state.ga.us or 404-656-7704.
7. Click Transactions
8. At DEPOSIT AMOUNT - Enter the total amount deposited for the entire week.
9. At DEPOSIT DATE – Enter today's date.
10. Click Continue
11. Approve Transaction
12. Print Transaction Confirmation Page
13. At the bottom of the PARKS Weekly Collection/Wire Transfer Report, enter the Confirmation Number, the Date Transferred and the name of the employee completing the Transfer.
14. Email the PARK Weekly Collection/Wire Transfer Report, the Park Deposit Report, and the EGAL Hunting & Fishing Daily Agent Total Report(s) to DNR Cash Management Sonya Kingston, Sonya.Kingtson@dnr.state.ga.us.
15. Attach the Transaction Confirmation Page to the PARKS Weekly Collection/Wire Transfer Report. Have the Manager or Asst. Manager approve the transfer. File the reports.

STEP 3 – POST WIRE TRANSFER AMOUNT INTO THE SITE'S OPERATING ACCOUNT LEDGER (QUICKEN).

In Quicken, for the site's Operating Bank Account Ledger, Enter:

1. Enter Today's Date (Date transfer completed).
2. Under Num, Choose Transfer.
3. Enter the Confirmation # as the Description/Memo.
4. Enter the Wire Transfer Amount.

Authority: (if applicable)

Not Applicable.

Attachments: Not Applicable.