



MARK WILLIAMS
COMMISSIONER

BECKY KELLEY
DIRECTOR

Administrative Procedure # A - U - 1

Subject: Collecting Utility Bill charges for Service in a State Park Residence

Effective Date: July 1, 2014

Procedure Statement:

Most employees living in state park housing are responsible for paying any utility service charges incurred while living in the residence that has a state provided utility service to the residence. The employee is responsible for reimbursing the Department for these charges. The amount the employee is responsible for can be found in their housing contract if it is less than the normal 100%. This process is to be completed monthly upon receipt of the bill.

It is best to have the utility put into the employee's name when moving into state park residence to eliminate the reimbursement process. Power bills are required to be in the employee's name. Water bills should be paid by employees where the site and residence(s) are billed for water service. If the residence does not have a separate meter and bill for water service, the site manager should contact the local water authority to obtain their minimum monthly amount charged. The employees should pay this amount following the procedure below.

Definitions:

Utility service – Electric, Water, Propane service

Procedure:

1. For parks with residence bills in the parks name:
 - a. Receive monthly bill from Utility provider
 - b. Provide employees with copies of the bills they are responsible for reimbursing the Department for.
 - c. Receive payment from all employees. These payments must be made every month. A check or money order from the employee should include the following information:
 1. Payable to Georgia Department of Natural Resources
 2. Check made out for the amount of Utility service charges for that month.
 3. In the memo section, write the department # and Utility Account # and month paying.
 4. Make a copy of the check/money order for your file copy.

- d. Process a regular voucher for all charges – see example
- e. Note employee's payments on the bottom of the voucher with check number/amount.
- f. If payment from employee is not available, note that on the voucher as "payment to follow".
- g. Record the amount of each employee's reimbursement as a pending credit on your park budget. Record each employee's payment separately for ease in reconciling.
- h. Mail voucher to: Georgia Department of Natural Resources, Accounts Payable, 2 Martin Luther King Jr Drive SE, Suite 1262 East, Atlanta, GA 30334.
- i. File copies of business and employee charges together with the invoices in the park's pending files after posting all charges/credits to the budget.
- j. If payment from an employee was not available when voucher was submitted, you should type a memo to send with the check for processing by Accounts Payable. The memo should include the Department number, Account code, Fund, Fund Source, Program number, Class, Project number, the phone number the payment is for and the amount paid. Keep a copy to put with the check copy for your file records.

Authority: (if applicable)

DNR RULES: HR SOP#027

Attachments:

Attachment 1 – Regular voucher example

Attachment 2 – Regular voucher