

HERITAGE EXPEDITIONS

Fiscal Guidance for Liberal Arts Majors!

July 9, 1998

The reason we are doing Fee Demonstration Projects, and Heritage Expeditions in particular, is to use the money paid by our visitors to protect, restore, and enhance heritage resources for public access and enjoyment. It is absolutely critical to have the fiscal mechanisms in place to collect the money and to draw it out to use on our sites! What follows is an abbreviated version of the WO 1998 Fiscal Guide. I would encourage you to read the unabridged version too.

SETTING UP YOUR FEE DEMO FUND CODES

- Once your business and communication plans are approved, Jill Osborn assigns your Expedition a project number.
- Each individual Heritage Expedition Leader must ask their unit's Fiscal Officer to set up the Fund Codes for the project. (These tie to the Fee Demonstration Treasury Account [12X5268] which is already established nationally.)
- The Fund Codes are tied to your Heritage Expedition Project Number.
- Your Fiscal Officer will set up the following Fund Codes:
 - FDAS - Agency Specific Special Fund (up to 20%)
 - FDSS - Site Specific Special fund (80%)
 - FDCS - Fee Collection Support Fund (up to 15%)
- Once the Fund Codes are established, the Fiscal Officer will prepare a bill for collection, which identifies what percentage of the fees you collect will go to each code.
- You are now ready to collect your Expedition participants' fees!

GETTING THE MONEY OUT

- Your Expedition is over, your money is deposited. Now, you draw it out to use for the protection and enhancement of sites as you promised to the public in your business and communication plans.
- When your participants' fees were deposited into the above fund codes, they were deposited to management codes.
- Your Fiscal Officer must request authorization to charge to those management codes. This is a formality that is done routinely, especially for non-appropriated funds, which these are.
- You can now charge to those management codes.

VOILÁ

Get a project number! Set Up Fund Codes! Deposit fees to those codes! Charge to those codes!