

**Forest Service Handbook
National Headquarters - Washington Office
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Forest Service Handbook 1409.11 – Fiscal Review and Analysis Handbook

Chapter 500 - Protection and Development

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This chapter covers the review and analysis of fiscal and accounting phases of protection and development activities covered by FSM 5000.

510 - Fire Control

Appraise the fiscal and accounting aspects of fire control activities. Ascertain the degree of compliance with applicable laws, regulations, policies, and procedures. Are the financial management practices sound? Review areas include, but are not limited to, the following:

1. Determining whether plans for using regular and FFF funds are properly prepared, approved, and followed.
2. Determining if FFF expenditures have resulted in savings to regular or fire cooperative funds. If so, are adjustments being made or planned?
3. Determining if all fire cooperative work is covered by a written agreement; whether the agreement is properly prepared and administered; if rates or other amounts charged or paid to the cooperator are in accordance with existing policies; and if payments are properly charged and collections properly credited in the accounting records.
4. Reviewing individual fire reports on a sample basis to determine if: (1) cost estimates are reasonably in line with actual costs; and (2) whether any indication of permittee, cooperator, and trespasser responsibility has been properly handled, including timber purchaser contract responsibility for negligent and non-negligent fires.
5. Reviewing representative fire time reports, accounts payable for equipment rental and special services, overtime on regular time reports, and other data as available to evaluate the effectiveness of business management on the fire.

Sources of information include:

1. Financial plans.
2. Manning guides.
3. Fire reports.
4. Fire analysis.
5. Financial statements.
6. Cooperative agreements.
7. Trespass files.

8. Dispatcher logs and records.
9. Other permits.
10. Time reports and accounts payable.
11. Discussions and observations.

520 - Forest Insect and Disease Control

Appraise the fiscal and accounting aspects of forest insect and disease control activities. Ascertain the degree of compliance with applicable regulations, policies, and procedures. Review areas include, but are not limited to, the following:

1. Determining that appropriated and cooperative fund expenditures are proper for:
 - a. Forest Service lands--timber sale versus insect control funds.
 - b. Other Federal agency lands--per agreement.
 - c. Private lands--per agreement and within cost-sharing limits.
2. Ascertaining that cooperative agreements or memorandums of understanding have been properly prepared, and that the Forest Service and the cooperator understand and comply with the terms of agreement.

Sources of information include:

1. Project work plans.
2. Cooperative agreements and related file information.
3. Memorandums of understanding and related file information.
4. Project cost and progress records.
5. Financial statements.
6. Visual observations.
7. Discussions with employees and cooperators.

530 - Trespass

Appraise fiscal and accounting work performed in the handling of trespasses. Ascertain the degree of compliance with applicable laws, regulations, policies, and procedures. Review areas include, but are not limited to, the following:

1. Determining that there has been a proper investigation and that a trespass report has been prepared for every case in which there is evidence that a law or regulation has been violated, or negligence can be established, and the trespassers identity is known.
2. Ascertaining that trespass damages have been determined in accordance with prescribed procedures, billed, included as an accounts receivable, and appropriately followed up.
3. Examining impoundment actions and disposition of impoundments in the light of current instructions.
4. Determining that forms 5300-3 and 6500-123 have been properly prepared to provide necessary controls.

Sources of information include:

1. All trespass cases.
 - a. Form 5300-3.
 - b. Form 6500-123.
 - c. Trespass case files.
 - d. General files for appropriate function.
 - e. Unpaid billing file.
2. Fire trespass Form 5100-29.
3. Timber trespass.
 - a. Timber sale files.
 - b. Forms 2400-22 and 2400-4.
4. Range trespass.
 - a. Permittee files.

- b. Forms 2200-8 and 2200-9.
 - c. Reports of actual use.
- 5. Occupancy trespass.
 - Special land use files.
- 6. Property trespass.
 - a. Property accountability records and related documents.
 - b. Fund accountability designations and files.

540 - Landownership

Evaluate the fiscal and accounting aspects of landownership adjustments and jurisdictional controls to ensure that the Government's interests are adequately protected. Appropriate reviews include, but are not limited to, the following:

1. Checking to see that any land purchase, sale, exchange, or lease arrangements entered into are by properly delegated authority and have required approvals.
2. Ascertaining that appropriate limitations on purchase and lease of lands are observed.
3. Determining if adequate appraisals are made of all lands or rights in land acquired or disposed of by the Forest Service.
4. Determining that required rights-of-way, easements, or leases are obtained prior to occupancy of lands not under Forest Service jurisdiction and that title to lands acquired is approved by the Attorney General prior to construction of improvements costing over \$2,500.
5. Making certain that the operating unit has the basic factual data, and is receiving all current information, pertinent to the ownership or limitations on the use of the land under jurisdiction and that changes are currently recorded on the status record.
6. Determining that fund obligations for land transactions have been properly established on options, purchase agreement, deeds of conveyance, declaration filings, and instituted condemnation proceedings.
7. Ascertaining whether all cost-share road agreements have been prepared, approved, and administered in accordance with prescribed policies and procedures. Have appropriate accounting controls and procedures for reporting payments and use for hauling been established and maintained?

Sources of information include:

1. Land transaction case files.
2. Conveyance files.
3. Special use case files.
4. Real property records.
5. Landownership adjustment plan and map.
6. Landownership adjustment progress atlas.
7. National Forest Reservation Commission meeting record.
8. Timber sale contracts.
9. Paid and unpaid voucher files.
10. Obligation reports.
11. Cost-share road agreements.
12. Cooperative road maintenance agreements.
13. Land status records.
14. Discussions and observations.

550 - (Reserved)

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570 - Air Operations

Appraise the fiscal and accounting aspects of air operations. Check compliance with contracts' applicable regulations, policies, and procedures. Review areas include, but are not limited to, the following:

1. Whether air search and rescue operations undertaken were in accordance with existing authority and properly financed.

2. Whether adequate information was made available to the unit regarding aircraft agreements and contracts. Whether conditions of use, payment provisions, and penalty clauses are fully understood and followed.

3. Whether flight records and logs are adequate to support fiscal actions.

Sources of information include:

1. Aircraft contracts and agreements.
2. Flight records and logs.
3. Financial plans and statements.