

OFFICE OF THE GENERAL COUNSEL  
Division of Operations-Management

MEMORANDUM OM 92- 13

March 9, 1992

TO: All Regional Directors, Officers-in-Charge,  
and Resident Officers

FROM: William G. Stack, Deputy Associate General Counsel

SUBJECT: Remittance Control Procedures

Field offices receive checks and money orders from private parties for a variety of purposes, e.g., FOIA payment, court costs, backpay, etc. Routinely, these checks are forwarded to the Finance Section in Washington for deposit in the U.S. Treasury. At present, there is no system in place under which a field office is informed that a remitted check has been received by the Finance Section and deposited or under which the Finance Section is informed that a check has been sent from the field but not received.

In order to better track remittances from the field to the Finance Section, a new procedure has been designed and should be implemented immediately. The new record keeping and verification procedures for field remittances are fully explained in the attachment. New Forms NLRB-5472 and NLRB-5473, which will be utilized in the new procedures, are also attached. You will note that the attachment speaks in terms of the "designated Regional Office employee" performing certain duties. Therefore, it is necessary for you to designate a staff member to assume the responsibility of implementing these new procedures. Because limited numbers of the forms will normally be used by a field office during the course of a year, each office will be responsible for photocopying sufficient numbers for its use.

Any questions concerning this memorandum should be directed to your Assistant General Counsel.

  
W. G. S.

Attachments

cc: NLRBU

MEMORANDUM OM 92-13

NATIONAL LABOR RELATIONS BOARDREMITTANCE COLLECTING, PROCESSING AND RECONCILIATION PROCEDURE  
FOR THE REGIONAL OFFICES

This procedure is to assure that all remittances payable to the NLRB received by Regional Offices are properly documented and deposited by the Finance Section and ultimately reconciled with the file in the receiving office. This procedure also provides an audit trail for each remittance collected.

COLLECTING - Regional Office

Upon receipt of a check or money order (no-cash) for remittance involving FOIA, backpay, court costs, travel advance, jury duty and other purpose (state on form), the designated Regional Office employee completes the two forms below and mails them to Headquarters, Finance Section, on a daily basis.

1. NLRB Form 5472 "Remittance Control Form"

This form captures all the relevant data from one check or money order as well as the region number, the identity of the filer, and date sent. It is to be stapled to the front of the check and forwarded to the Headquarters, Finance Section, ATTN: Remittance Processing.

2. NLRB Form 5473 "Remittance Control Log"

This form captures the same relevant data from the check or money order as the form above plus the log date (date remittance is received). This form is maintained at the Regional Office. The two columns on the far right are completed at the time of the reconciliation process.

PROCESSING - Headquarters, Finance Section

Upon receipt by the Finance Section of the Remittance Control Form stapled to the check or money order, the following data is entered into the automated Special Payments System, Remittance Sub-System:

- Date received,
- Office/Region number,
- Type of remittance (FOIA, backpay, etc.),
- Remitter/Payor (maximum of 40 characters),
- Check or money order number (maximum of 10 digits),
- Date of check, and
- Amount of check.

The Remittance Sub-System automatically updates the data base with each entry.

The checks received will be deposited into the Agency deposit fund.

RECONCILIATION - Headquarters, Finance Section

On a bi-weekly basis, the Remittance Reconciliation Report will be produced by the Finance Section and forwarded by regular mail to the Regional Offices. This report may also be run on a weekly or monthly basis if preferred.

The Remittance Reconciliation Report contains the same relevant data as the control form and control log to provide a systematic reconciliation. It also contains the beginning and ending dates of the report period, date provided, and date processed.

RECONCILIATION - Regional Office

Upon receipt of the Remittance Reconciliation Report by the Regional Office, the designated employee reviews each line in the report and compares it with the entries in the Remittance Control Log. When matching check or money order data is located the "Date Processed" is written into the appropriate block on the log from the report followed by the initials of the employee. This same process is repeated until all entries in the report are completed.

If there are entries in the log that have not appeared on the bi-weekly report, please contact the Finance Officer on FTS 254-9307 as soon as possible.

**National Labor Relations Board**  
**Remittance Control Form**

Office/Region: \_\_\_\_\_ Completed by: \_\_\_\_\_ Date Sent: \_\_\_\_\_

Check One:  FOIA  Backpay  Court Costs  
 Travel Advance  Jury Duty  
 Other \_\_\_\_\_

Remitter/Payor: \_\_\_\_\_

Check No: \_\_\_\_\_ Check Date: \_\_\_\_\_ Check Amount: \$ \_\_\_\_\_

**Note:** Send this form stapled to the check or money order payable to NLRB to the Finance Section, Attn: Remittance Processing and complete the entry in the "Remittance Control Log" for later reconciliation of the deposit with the "Remittance Reconciliation Report."

**National Labor Relations Board**  
**Remittance Control Form**

Office/Region: \_\_\_\_\_ Completed by: \_\_\_\_\_ Date Sent: \_\_\_\_\_

Check One:  FOIA  Backpay  Court Costs  
 Travel Advance  Jury Duty  
 Other \_\_\_\_\_

Remitter/Payor: \_\_\_\_\_

Check No: \_\_\_\_\_ Check Date: \_\_\_\_\_ Check Amount: \$ \_\_\_\_\_

**Note:** Send this form stapled to the check or money order payable to NLRB to the Finance Section, Attn: Remittance Processing and complete the entry in the "Remittance Control Log" for later reconciliation of the deposit with the "Remittance Reconciliation Report."

**National Labor Relations Board**  
**Remittance Control Form**

Office/Region: \_\_\_\_\_ Completed by: \_\_\_\_\_ Date Sent: \_\_\_\_\_

Check One:  FOIA  Backpay  Court Costs  
 Travel Advance  Jury Duty  
 Other \_\_\_\_\_

Remitter/Payor: \_\_\_\_\_

Check No: \_\_\_\_\_ Check Date: \_\_\_\_\_ Check Amount: \$ \_\_\_\_\_

**Note:** Send this form stapled to the check or money order payable to NLRB to the Finance Section, Attn: Remittance Processing and complete the entry in the "Remittance Control Log" for later reconciliation of the deposit with the "Remittance Reconciliation Report."



REPORT PERIOD __/__/__ - __/__/__ RUN DATE __/__/__	NATIONAL LABOR RELATIONS BOARD REMITTANCE RECONCILIATION REPORT OFFICE: _____	PAGE: __.		
REMITTERS NAME	CHECK #	CHECK DATE	CHECK AMOUNT	DATE PROCESSED

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Compare each line entry above with the corresponding one in the Remittance Control Log and make the appropriate entry in the Remittance Control Log to indicate reconciliation.