

For: State and County Offices

Ensuring That County Office Remittances Recorded on FSA-603 Are Deposited on CCC-257

Approved by: Acting Deputy Administrator, Management



1 Overview

A Background

Because all remittances accepted by a County Office must be recorded on FSA-603, it can be a useful tool for ensuring that all funds accepted into a County Office are recorded on CCC-257. When County Office personnel prepare to make a bank deposit, funds on CCC-257 should be matched against remittances listed on FSA-603 to ensure that all funds are accounted for.

B Purpose

This notice instructs County Office personnel to compare the completed CCC-257 to remittance amounts listed on FSA-603 before making bank deposits to ensure that all County Office remittances are accounted for.

C Contact

If there are questions about this notice, contact Rodney Davis by e-mail at rodney.davis@wdc.usda.gov.

2 Completing CCC-257

A County Office Action

When completing CCC-257 to make bank deposits, County Office personnel shall:

- verify that the bank deposit amounts entered on CCC-257 agree with the remittance amounts listed on FSA-603
- initial FSA-603 to indicate that the review has been performed and that all remittances have been accounted for.

Note: Procedure for comparing CCC-257 and FSA-603 before making County Office bank deposits will be included in a forthcoming amendment to 3-FI.

Disposal Date	Distribution
May 1, 2007	State Offices; State Offices relay to County Offices