

TIMBER SALES
(No. 3 June 1989)

3730

Purpose/Use: To clear revenue collected in advance for timber sales.

Reference/Authority: Accounting Procedures Handbook, Section 3632;
CALSTARS Procedures Manual, Volume 5.

Source: Timber harvester.

Forms/Related Documents: Clearance Information Posting Document;
Refund Register, AO-272;
Report of Collections, AO-197;
Report of Deposit, STD 44X;
Report of Timber Cut, FM-22;
Report to State Controller of Remittance to State
Treasurer, CA 21; Timber Sale Agreement.

Due Date(s): As received.

Distribution: N/A.

Prepare a file folder for each Timber Sale Agreement when it is received, then file all subsequent information related to the agreement in the folder.

A bid deposit is received from the timber harvester after the agreement is ratified. DAO-Cashier will prepare a Report of Collection (AO-197), a Report of Deposit (STD 44X), and deposit the funds, then forward a copy of the AO-197 to DAO-Fund Accounting.

- Record bid deposit on log sheet in folder.
- Prepare a Clearance Information Posting Document and using Transaction Code (TC) 108, post amount of bid deposit to Cash (Dr.) and Uncleared Collection (Cr.).

Timber harvester will forward advance stumpage payments to DAO-Cashier who will prepare an AO-197, a STD 44X, and deposit the funds, then forward a copy of the AO-197 to DAO-Fund Accounting.

- Record advance stumpage on log sheet in folder.
- Prepare a Clearance Information Posting Document and using TC 109 post advance stumpage payment to Cash (Dr.) and Revenue Collected in Advance (Cr.).
 - If report of Timber Cut (FM-22) has already been received, using TC 101 post advance stumpage payment to Cash (Dr.) and Revenue (Cr.).
 - When FM-22 is received after advance stumpage payment and funds have been posted to Revenue Collected in Advance via TC 109, prepare a Clearance Information Posting Document and transfer the funds received, from Revenue Collected in Advance (Dr.) to Revenue (Cr.) via TC 193.
 - Prepare a letter to the State Controller's Office requesting that the Revenue Collected in Advance be transferred to Revenue. Include Controller's Receipt number and the date of the receipt from Report to State Controller of Remittance to State Treasurer (CA 21).

When total of bid deposit(s) and all advance stumpage payments equal the amount of the agreement, write a letter to the timber harvester advising that the sale has been completed and the agreement terminated. Cite the amount(s) of the bid deposit(s) and the value of the timber cut, any pre-closing refunds to the harvester, and the balance, if any.

- Make four copies of the letter.
- If a refund is due the timber harvester, CDF Resource Management will prepare and forward a Refund Register (AO-272).
 - Request that the check, when written by DAO-Revolving Fund, be forwarded to DAO-Fund Accounting.
- Attach refund check, if any, to the original of the letter and forward it to the timber harvester.
- Forward one photocopy of the letter to the Insurance Company holding Performance Bond, CDF Resource Management, and CDF Contract Units, and place one in Timber Sales Agreement folder.
- Record refund check number on Log Sheet in folder.
- Prepare a Clearance Information Posting Document and, using TC 170, post amount of bid deposit to Uncleared Collections (Dr.) and Cash (Cr.).
- Total FM-22s and amounts transferred to Revenue and determine balance.

- Determine that funds received for bid deposits and advance stumpage payments less the value of the timber cut and removed from FM-22s, less any refunds, equal zero.
- Write CLOSED and the date closed on the outside of the file folder and place in Closed Timber Sales file.

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

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