



NR 8

Filed Sept 29, 1971

11:00 am

State of Wisconsin \ DEPARTMENT OF NATURAL RESOURCES

L. P. Voigt
Secretary

BOX 450
MADISON, WISCONSIN 53701

IN REPLY REFER TO: _____

STATE OF WISCONSIN)
)
DEPARTMENT OF NATURAL RESOURCES) ss.

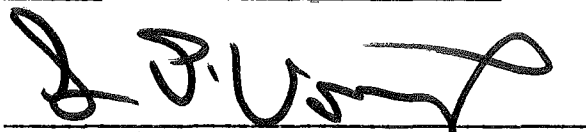
TO ALL TO WHOM THESE PRESENTS SHALL COME, GREETINGS:

I, L. P. Voigt, Secretary of the Department of Natural Resources, and custodian of the official records of said Department, do hereby certify that the annexed rules and regulations relating to accounting standards and procedures for Department of Natural Resources license transactions were duly approved and adopted by this Department on September 9, 1971.

I further certify that said copy has been compared by me with the original on file in this Department and that the same is a true copy thereof, and of the whole of such original.

(Department Seal)

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the official seal of the Department at Pyare Square Building in the City of Madison, this 28th day of September, 1971.



L. P. Voigt, Secretary

STATE OF WISCONSIN NATURAL RESOURCES BOARD

IN THE MATTER OF creating Sections NR 8.01, :
NR 8.02 and NR 8.03 of the Wisconsin :
Administrative Code relating to Minimum : ORDER NO. M-3-71
Accounting Standards and Procedures for :
Department of Natural Resources License :
Transactions :

ORDER OF THE STATE OF WISCONSIN NATURAL RESOURCES BOARD

ADOPTING, AMENDING AND CREATING RULES

NOTICE IS HEREBY GIVEN That pursuant to sections 23.09, 23.11, and 29.09, Wisconsin Statutes, and according to procedure set forth in section 227.02(1)(e), Wisconsin Statutes, and according to hearings held June 11, 1971 and June 17, 1971 at the Department offices at 4610 University Avenue, Madison, Wisconsin, the State Natural Resources Board of Wisconsin hereby adopts rules as follows:

SECTION 1. Chapter NR 8, Minimum Accounting Standards and Procedures for Department of Natural Resources License Transactions, is hereby created.

SECTION 2. NR 8.01 is created to read:

NR 8.01 (1) The county clerk in administering department license transactions shall:

(a) Keep separate accounts payable record for each type of license assigned by the department to the county clerk, showing dates, quantities, index numbers, debits, credits and balances.

(b) Keep separate accounts receivable record for each type of license assigned by the county clerk to each deputy agent, showing dates, quantities, index numbers, debits, credits and balances.

(c) Keep numerical index record for each type of license assigned by the department to the county clerk.

(d) Prepare a monthly report by the 20th of each month of the number of licenses issued by the county clerk and his deputy agents during the preceding month.

(e) Deposit all license sales collections on behalf of the Department of Natural Resources, pursuant to s. 29.09 (7m) (a), Wis. Stats., in a bank checking account entitled ' _____ County, _____ County Clerk, DNR License Account'. The county clerk shall be the sole authorized check signer for the account and he shall act as agent of the county for his actions under this paragraph and s. 29.09, Wis. Stats.

(f) Remit deposits to the department by the 20th of each month together with a copy of the report of the number of licenses issued by the county clerk and his deputy agents during the preceding month.

(g) Issue a receipt to and from each deputy agent for all licenses assigned and returned.

(h) Issue a receipt for license remittances by deputy agents.

(i) Keep department license transaction records and reports current at all times.

(j) Secure remittance from a deputy agent for previously assigned licenses prior to any additional assignment of licenses to such deputy agent.

(k) Make available for examination and audit all records, reports and other accounting information relating to department license transactions in the county clerk's office and in the office of the county clerk's deputy agents.

SECTION 3. NR 8.02 is created to read:

NR 8.02 Any county clerk who fails to comply with the above minimum standards for accounting records and procedures will be denied department licenses on a credit basis. Such county clerk may secure department licenses only on the payment of cash in advance.

SECTION 4. NR 8.03 is created to read:

NR 8.03. All required license transaction accounting records shall be maintained on forms approved by the department.

The foregoing was approved by the State of Wisconsin Natural Resources Board on September 9, 1971.

The rules contained herein shall take effect on publication.

Dated at Madison, Wisconsin, this 28th day of September, A.D., 1971.

(Department Seal)

STATE OF WISCONSIN
DEPARTMENT OF NATURAL RESOURCES
By


L. P. Voigt, Secretary