**Instructions and Undertaking: Cost-Recovery Clerk/Supervisor/Cashier**

As a designated employee for the collection of immigration cost-recovery fees, I hereby undertake to provide for the safekeeping, collection and accounting of the cost-recovery fees.

I fully understand my responsibilities, described below, related to the safekeeping, collection and accounting of cost-recovery fees.

**RESPONSIBILITIES**

1. Before my absence, I will log off, secure the system and lock the cash box containing cost-recovery fees where applicable. I will also lock the safe containing the cash.

2. I am responsible for maintaining a cost-recovery file containing all copies of the Summary of Immigration Cost Recoveries Report (EXT 1203A), photocopies of the reconciliation reports and official receipts from the MA for seven years. Other documents include all pink copies of the receipt tapes, all refund requests and other documents as directed by the IPM or CRO. All documents will be kept for a minimum of seven years.

3. For each transaction, I will:

a) Enter the numeric file number, transaction type, currency and method of payment in the appropriate screens;

b) After POS+ has printed the receipt and opened the appropriate cash drawer, receive the payment from the applicant, place the payment in the cash drawer and make change as required;

c) Tear off the receipt from the printer and give the top (white) copy to the applicant; and

d) Attach the bottom (yellow) copy to the application.

4. I will perform the following procedures at close of business:

a) Prepare a POS+ reconciliation for each currency;

b) Report any variance to the CRO and pass any overages to the MA for deposit. I will not retain overages;

c) Confirm the reconciliation and print the reconciliation report; and

d) Secure the funds (at least in an envelope) until I prepare the next 1203A.

5. I will perform the following procedures daily:

a) Prepare an EXT 1203A which will include all confirmed reconciliations for each currency received;

b) Request the CRO to count the funds and, if they agree with the total of the on-screen EXT 1203A, authorize them;

c) After printing the EXT 1203A, give a copy of it and the funds to the MA, wait until the MA has counted the funds in my presence and obtain an official receipt;

d) Retain copies of the official receipt, the EXT 1203A and the POS+ reconciliation reports in the cost-recovery file for a period of at least seven years; and

e) Where more than one EXT 1203A is combined with one official receipt, run a tape in an adding machine to reconcile the totals on the individual EXT 1203A’s with the amount deposited and attach the tape to the official receipt in the cost-recovery file.

6. I will maintain the integrity of the POS+ system and ensure that it is not tampered with in any way.

7. I will ask the CRO to approve each void transaction in POS+.

8. At the end of each day I will return all POS+ keys to the cash drawer to the CRO.

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Signature of Cost-Recovery Officer

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Signature of the Cost-Recovery Clerk/Cashier

Date: