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GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF CONSTRUCTION CODES
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DIRECTOR

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DATE: January 20, 2012

TO: All County Grant Administrators
All County Surveyors/Representatives

FROM: Chris Beland, P.S., Director 
Office of Land Survey & Remonumentation

SUBJECT: Eligible Expense Documentation Requirements

Please refer to the January 20, 2012 **Eligible Expense Documentation Requirements** when submitting a Work Progress or Completion Report. The attached document is an update of current requirements to ensure efficient processing of work progress reports and completion reports and provide for the timely reimbursement of services.

Important changes in this document include the work category changes made in 2011 and it provides notice that work program records, i.e., LCRC's, coordinate data reports and database records, are not required to be submitted a Work Progress Report.

The county is responsible for assuring that all eligible expenses are systematically accounted for before submission of Work Progress and Completion Reports to OLSR. If Work Progress Reports or Completion Reports are submitted without the required documentation, OLSR will contact the county for the necessary information before a review is commenced.

We recommend utilizing the Expenditure Report Form spreadsheet, attached and available on our website, to assist in determining the work progress or completion payment requested. Please forward this documentation to all monumentation surveyors and refer them to our website.

If you have any questions or concerns regarding this correspondence, please contact our office at (517) 241-6321, or e-mail at bccolsr@michigan.gov.

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Survey and Remonumentation Program Eligible Expense Documentation

The required expenditure documentation for both the work progress and completion reports shall consist of the following. Our office may request additional information when necessary to verify expenditures submitted.

- County Treasurer 245 Account printout or equivalent ledger providing a detailed transaction history for all costs charged to the Survey and Remonumentation account as required by the State of Michigan, Department of Treasury Letter No. 01-91 dated March 7, 1991, "State Survey and Remonumentation Fees." If payroll costs are not itemized on the 245 Account printouts, a separate salary and fringe benefits report must accompany the 245.
- An itemized invoice for all expenditures submitted for payment from each peer group member, monumentation surveyor, all supplies purchased, administrative staffing and county overhead or supplies.

Surveyor invoices shall describe the services provided, broken down by corner code, town and range.

- A detailed breakdown of all administration overhead/supplies and administration staffing. An explanation for any additional work completed that was not specified in the approved annual work program and any work not completed that was specified in the approved work program.

The County Grant Administrator is responsible for providing clarification of the County Treasurer's printout or submitting additional narrative if the report does not clearly identify all deposits and expenditures as they relate to the individual line items and work program categories on the work progress or completion reports. Any anticipated payments being held for later payment should be described in the narrative.

Please use the following legend to identify the line item/work program category expenditures:

PG	-	Peer Group
CSS/M	-	Contractual Survey Services/Monumentation
SOC	-	Contractual Survey Services/Setting of Coordinates
CSS/S	-	Monumentation Supplies
A/S	-	Administration Staffing
A/O	-	Administration Supplies/Indirect Costs

Work Program Records:

Copies of the Land Corner Recordation Certificates (LCRC) or Coordinate Reports **shall be submitted with the Completion Report**. Copies are not required to be submitted with a Work Progress Report and any work program records submitted prior to the Completion Report will not be reviewed until the Completion Report is filed.

If a corner is common to more than one township, a separate database record shall be entered for each corner in the state's Corner Recordation Collection System and an independent copy of the LCRC representing each corner shall be submitted.

If you have any questions or need further information, please contact:

Department of Licensing and Regulatory Affairs
Bureau of Construction Codes
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