



Issue Date: Dec, 1982	Effective Date: Immediate	Responsible Agency:	Directive No: 9802
Chapter: Special Programs			
Directive Title: FUR ADVANCES			

PROGRAM:

The Government of the Northwest Territories shall provide recoverable advances to assist trappers to dispose of their furs at southern auction houses.

GUIDELINES:

1. Payment of the advances shall be made by means of cheques on the Fur Appraisal and Promissory Note Form (a sample form follows) issued by Wildlife Officers or other authorized officials, against a special bank account maintained by the Comptroller General.
2. All payments and recoveries under this program shall be accounted for through a Revolving Fund Account maintained by the Comptroller General.
3. No cheque in excess of three thousand (\$3000.00) shall be issued. Where the amount of the advance exceeds three thousand dollars (\$3000.00), two or more cheques shall be prepared.

PROCEDURE:

This program applies to holders of General Hunting Licenses who reside and trap in the Northwest Territories.

The program provides for repayable advances of 75 per cent of the approved value of the fur being shipped.

Authority

The authority to appraise the value of the furs being shipped is vested in the local Wildlife Officer or other official appointed for that purpose.

The authority for signing cheques for purposes of this program shall be those officers designated by the Comptroller General to the Bank concerned on the recommendation of the Deputy Minister of the Department of Renewable Resources.



All Officers authorized to issue cheques under this program shall be covered by a Fidelity Bond arranged by the Comptroller General.

Control

Fur Appraisal and Promissory Note forms, which are provided to Wildlife Officers or other authorized officials to issue fur advances, are pre-numbered accountable forms. As such, each form shall be kept secure in a locked cabinet or safe. Upon his termination or transfer, the Officer responsible for these forms shall, by registered mail, either:

- Return all unused forms to the Regional Superintendent of Renewable Resources or
- Provide the Regional Superintendent of Renewable Resources with a receipt signed by his successor showing the numbers of the unused forms transferred into his custody.

The Deputy Minister of the Department of Renewable Resources shall inform the Comptroller General of all transfers and terminations of those officers authorized to issue cheques under this program.

Processing Applications for an Advance

When a trapper applies for an advance under this program, the authorized officer shall:

- Appraise the value of the furs on the basis of grade and current market prices, utilizing the space provided in Part A of the form
- Reach agreement with the trapper on the amount of money to be advanced
- Complete Part B of the form (letter to the auction house); obtain the trapper's signature in the spaces provided on Parts A and B of the form; and
- Prepare cheque to the trapper (Part C of the form).

Distribution of Fur Appraisal and Promissory Note Form

The Wildlife Officer shall distribute completed copies of the form as follows:

- White - the cheque to the trapper the letter to the Auction House
- Yellow to the regional superintendent of Renewable Resources (by registered mail)
- Pink, Blue to the trapper
- Buff retained on file



Recording and Collection of Advances

The Comptroller General shall maintain the Revolving Fund against which the fur advances under this Program are made, in accordance with the requirements for Revolving Funds (806).

The Comptroller General shall advise the Deputy Minister of Renewable Resources of any overdue accounts requiring recovery action.

Remittances from the Fur Action Houses shall be identified by:

- the trapper's name
- the trapper's permanent license number
- the pre-printed number appearing on the cheque and in the letter to the Auction House.