

## Special Recreation Permits Fees and Deduction Assessment

The 2007 Wyoming Special Recreation Permit Audit Recommendations included an easy, consistent and accurate means to report and assess the fee deductions. The following is a review of standard procedures and common errors associated with protocols.

Fees and deductions are calculated using the Standard Post-Use Report Form. This requires the SRP holder to self monitor and to report honestly. There is no efficient method to verify that the information is accurate. Deductions are allowed for transportation, lodging and non-use of federal lands. The deductions are not always clearly understood by most permit holders. Additionally, the most common way of determining the percentage of BLM lands used during permitted operations is by estimation.

Common errors include: under reporting of gross income, deductions for transportation and lodging during permitted activities, and under reporting the percentage of public land use.

Recommended solutions:

1. In order to support gross income the Plan of Operations (standard form) should be reworked to include a simple business plan and should include the following:
    - What additional services are provided (ex. Hotel accommodations, private lodge, airplane tickets)?
    - Client Cost
    - Break down of total costs if additional services such as overnight stay at a private lodge included.
  
  2. Permit holders would be given the choice of two methods for calculating percent public land. The method of calculating percentage of BLM lands used would be agreed upon at the time of SRP approval.
    - a. Percent of BLM within the proposed hunt area. (i.e. ranch boundary, or hunt unit).  
Would be calculated by the recreation planner or existing documentation.
    - b. The existing Time on/Time off method. Hourly Trip logs would be required only for those who chose to use the time on/ time off method.
      - i. For those permit holders using specific ranch boundaries, land owner agreements or documentation of land owner status would be required at the time of permit approval in order to support a claim of non use of federal lands. Percentage of federal land within a ranch boundary would be used to determine the percentage of public land use. This could be easily determined using range land files and allotment boundaries
  
      - ii. Percentage of use of public lands for those permit holders without access to private lands, would be determined by the percentage of state verses public lands that are legally accessible within the approved hunt areas.
  
  3. Post Use Report forms must include the number of clients and number of hunting days.
  4. Outfitters must include a copy of records sent to the Board of Outfitters.
  5. Recreation Planners would review all fees and post use reporting during the permitting process.
- These changes will allow Recreation Planners to validate gross income by simply multiplying number of clients by the cost of the permitted activity.

Permit holders with access to private lodges would not feel that they are over paying and deductions for travel would be better understood.

Non-use deductions would be agreed upon at the time of authorization.

These changes will reduce reporting errors, allow for Recreation Planners to validate information provided and create a better understanding of fees and deductions prior to the end of the reporting period.

*4/2008*