

COMMERCIAL MAIL ALLOCATION PROCESS

Commercial and pre-sort mail allocations are made on a federal fiscal year basis (October 1 to September 30th). The following procedures will be used to allocate the funds:

1. Early each September the Business & Finance Office (BFO) will ask counties to submit their commercial and pre-sort mail allocation requests for the upcoming fiscal year. Requests should indicate annual needs for mail without considering current balances on meters, pre-sort or with Postalia (assume all balances are zero).
2. After requests are reviewed and approved notices will be sent to counties indicating amount approved and checks made out to the U.S. Postal Service will be provided for pre-sort mail.

Because carryforward is not permitted, year-end balances on the meter and with pre-sort will be used to fund the new fiscal year. Balances with Postalia will be “zeroed” out and will start with a new allocation. For example:

County A has a balance of \$150 on their meter, \$150 at Postalia and \$150 in pre-sort mail. They require \$500 in commercial mail and \$500 in pre-sort mail in the new fiscal year, for a total of \$1,000. To fund the allocation the budget office will make \$350 available to the county through Postalia and send the county a check made out to the U.S. Postal Service in the amount of \$350. For the new fiscal year the county will have available:

\$ 150	available on meter from previous year
150	available pre-sort on trust at post office from previous year
350	available to download through Postalia
350	in check to deposit into post office trust
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\$1000	total

3. If adjustments need to be made during the year to re-allocate between pre-sort and commercial mail, please contact BFO. This situation will be handled on a case-by-case basis. **Under no circumstances may a county request a refund from the U.S. Postal Service for unused pre-sort balances.**
4. Counties are responsible for monitoring and reviewing use of postage. Refer to commercial and pre-sort mail guidelines for description of audit risks, monitoring requirements and reconciliation/review tools.