



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
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ASO 1700.27A
MCCS
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AIR STATION ORDER 1700.27A

From: Commanding Officer, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: NON APPROPRIATED FUND INSTRUMENTALITY (NAFI) ADMINISTRATIVE
POLICY PERTAINING TO FAMILY READINESS

Ref: (a) MCO P1700.27B MCCS Policy Manual
(b) MCO P12000.11A Non-Appropriated Funds (NAF) Personnel
Manual
(c) MCO 1754.9 Unit, Personal and Family Readiness
Program (UPFRP)
(d) MCO 7010.20 MCCS NAF Procurement Policy
(e) MCO 7010.19 MCCS Financial Management Procedures
(f) HQMC MCCS Family Readiness Officer Supervisor
Personnel Handbook
(g) Finance and Accounting Standardization Guide (FASG)
(h) MARADMIN 166/011
(j) MCO P10110.31H
(k) MCO P5800.16A
(l) SECNAVINST 4001.2J
(m) DODI 7000.14 Department of Defense Financial
Management and Procedures

Encl: (1) Overtime/Compensatory Time Authorization
(2) Unit & Family Readiness Funds Workbook Guide (FASG)
002/11
(3) Financial Accounting Standardization Guide (FASG)
002/11
(4) Expenditure Request/Reimbursement For Unit & Family
Readiness Funds
(5) Request for Debit Card
(6) MCCS NAF Procurement Requisition (PR) Form 408
(7) Authorization for Commissary Privileges
(8) Application for Fund Raising

1. Situation. Family readiness, the cornerstone of unit readiness, provides support to Marines, Sailors and their families vital to their welfare. As evidenced by Marine Corps Non-Appropriated Fund Audit Service (MCNAFAS) audits, the absence of consistent local policies, protocols, and written

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guidelines, exposed unit commanders to risks in managing the Administrative matters pertaining to the Unit, Personal and Family Readiness Program (UPFRP). Therefore, this Order provides definitive information and policy to Installation and Tenant Commanders that mitigates risks and strengthens the procedures associated with management of the NAFI Unit and Family Readiness Funds (UFRF).

2. Cancellation. ASO 1700.27.

3. Mission. To establish a directive that outlines policy and provides procedural guidance for Installation and Tenant Commanders administering their UPFRP aboard MCAS Cherry Point.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The intent of this directive is to outline the local NAFI policies, procedures, and business practices for the Installation and Tenant Commanders pertaining to administering the unit's UPFRP. While this Order is not all inclusive, it does highlight areas that pose challenges in managing the administrative processes of family readiness: Family Readiness Officer (FRO) time and attendance, UFRF, contracting and procurement, commissary privileges, catering, fundraising, and gifts. Therefore, the procedures outlined in this Order shall be followed to ensure compliance with references (a) through (m).

(2) Concept of Operations

(a) FRO Time and Attendance

1. Per reference (m), the Department of Defense Financial Management and Procedures (DODI 7000.14), timekeeping is a critical function which will be performed by the individual employee. The time keeping function requires accurate and timely recording of time and attendance data and maintenance of related documentation. The certification of time and attendance is an authorization for the expenditure of government funds. Therefore, each FRO's time and attendance report shall be certified correct by the FRO's supervisor, acting supervisor, or other designated representative authorized to act as an alternate certifier at the end of each pay period. When approving time and attendance reports, supervisors, other equivalent officials, or

senior level managers are representing that, to the best of their knowledge, the actual work schedules recorded are correct and accurate.

2. FROs are Non Appropriated Fund (NAF) employees and therefore are federal employees within the Department of Defense (DoD), and are required to follow DoD guidelines pertaining to time and attendance. While employed on MCAS Cherry Point FROs are required to record their time and attendance through PeopleSoft Time and Labor Program. While the program will populate the standard work schedule, FROs are required to record non-standard work schedules not to exceed the standard 40 hour work week (see sub paragraph (4)). Additionally, approving/certifying officials, (the FRO's supervisor, or their designated representative excluding the FRO) will approve/certify the FRO's time to correspond with the NAF payroll calendar. In the event that PeopleSoft is not accessible due to technical issues or extenuating circumstances, hard copy timekeeping reports shall be completed by the FRO and approved/certified by the approving official, and forwarded to the Deputy Director, Marine Corps Community Services (MCCS) for validation of the employee's time in PeopleSoft.

3. On a bi-weekly basis, MCCS Chief Financial Officer (CFO), or his designee, will validate NAF time and attendance certifications. There will be a delay of payment of salaries to the individual FRO, when time and attendance are not certified by the FRO's supervisor/certifying official, prior to validation by the MCCS CFO.

4. FRO duties are outlined in their standard position descriptions and may involve working non-standard hours, e.g., early morning, evening, weekends. As full time exempt employees, Commanders should expect their FRO to work the standard 40 hours per week. On rare occasions, the Commander may require the FRO to work over the standard 40 hour week. Commanders will use the flexible schedule to allow for evening and weekend work. When necessary, Commanders may approve compensatory time. Compensatory time should be approved in advance by the Commander, using enclosure (1) with no more than 80 hours accumulated in a year. Compensatory time accumulated must be taken within the year and is used before sick leave and annual leave.

5. All annual leave, sick leave and compensation time requests will be approved in writing and kept on file by the FRO to mirror the timesheet. Additionally, annual leave will be

approved in writing by the FRO's supervisor prior to taking leave and appropriately recorded in PeopleSoft.

6. The Unit Commander will appoint a primary and alternate approving official for FRO's time and attendance, with any request for change submitted to MCCS Human Resources Office (HRO) in writing with subsequent training to be scheduled within 10 days. PeopleSoft training will be provided to the command's approving officials upon request through the HRO at 252-466-7489/7548.

7. Annually the Director, Human Resources will issue guidance for Commanders on the end of the year performance appraisal process and awards. All appraisals and performance awards will be administratively reviewed by the Director, MCCS before an award is given to a FRO. Commanders may recommend awarding Time-Off Awarded (TOA) up to 40 hours as part of an award. When taking this type of leave, PeopleSoft will allow the Time-Off Award Taken (TA) to be recorded online.

(b) Unit and Family Readiness Funds (UFRF)

1. While UFRF are categorized NAF, they are still Government monies and their disbursement is strictly regulated. Additionally, while MCCS provides administrative/managerial oversight of all NAF, Unit Commanders retain fiduciary responsibility for the proper use of the funds and are subject to an annual audit by Marine Corps Non-Appropriated Fund Audit Service (MCNAFAS). Enclosure (2), is a sample of the Marine Corps Community Services Financial Accounting Standardization Guide (FASG) 002/11 workbook. The workbook will be used to electronically track UFRF balances and transactions. Unit FROs should track daily activity and expenditures within their accounts using the provided electronic workbook. Transaction activity should be reported to MCCS Accounting on both a monthly and quarterly basis per the requirements of the aforementioned FASG, enclosure (3).

2. During the normal budgetary NAF fiscal year (February through January), unless directed otherwise, MCCS will provide each unit \$25 per Marine annually distributed at \$6.25 quarterly. Unused UFRF will rollover each quarter until the end of the NAF fiscal year, January 31 and excess funds will be withdrawn unless a waiver with a specific purpose for the use of the funds is requested by the Unit Commander, and is granted by the Installation Commander (waivers must be submitted by 15

January of each calendar year). On the first workday of each quarter, each unit's S-1 will submit the unit strength number to their MCCS Coordinator who will submit to the MCCS Unit Funds Coordinator (UFC). Unit Commanders have the responsibility to spend UFRF for their UPFRP needs, consistent with headquarters and local policy.

3. Commanders have several options for accessing and expending unit funds. First and foremost for accountability and ease of access to funds Commanders are strongly encouraged to use the MCCS provided Debit Card. Additionally, the Requisition & Issue (R&I) process is available along with check disbursement for those instances where the Debit Card or R&I are unavailable. The Debit Card has the advantage of unhindered access to funds during non-working hours, weekends and holidays and therefore should be the primary choice to access unit funds. It also has the advantage of providing detailed accounting of expenditures for audit purposes. Commingling of personal funds and unit funds poses the opportunity for unintentional misuse of government funds. The Debit Card and R&I process eliminates that possibility. Commanders will appoint a Responsible Officer (RO) and Alternate Responsible Officer (ARO) who will oversee and manage UFRF as delineated in reference (c).

(a) Requisition and Issue. The requisition and issue process may only be used within a direct MCCS activity. All other services will require the use of a debit card or MCCS contract. Therefore, an RO/ARO may request funds to be transferred between cost centers, e.g., catering an event from Miller's Landing. Enclosure (4) will be used with R&I requests. Additionally, the MCCS Unit Funds Coordinator (UFC) is the point of contact for questions concerning unit funds and may be reached at 466-2404.

(b) Debit Cards. Debit cards are a payment method only, and should be used to purchase goods and services inside and outside of any MCCS activity. Since all UFRF purchases are subject to audit by the MCNAFAS the debit card is a good choice to provide a written audit trail. The unit Commander will normally appoint the RO or ARO as the unit's Debit Card Cardholder.

1. There will be a 30 day grace period to complete the required training for newly assigned Cardholders. Accordingly, the Cardholder (which may include the FRO) will have 30 days to complete all required debit card training. Only when the training is completed will the unit receive their debit card

and access to their funds. Enclosure (5) is a sample request to obtain a unit debit card. MCCS will provide a quarterly balance to the unit RO/Cardholder unless the unit requests balances more frequently.

2. The Unit Commander will be the Approving Official (AO), or may designate an AO to act in his/her stead. The AO is required to complete debit card training and be familiar with the references in order to ensure that funds are being expended in accordance with DoD and Marine Corps' policies.

3. The DON NAF Purchase Card Training is the required training and must be completed biannually. The training can be accessed via the MCCS Intranet. The MCCS CFO will provide a link to the training upon receipt of appointment letters designating a Cardholder and AO.

(c) Check Issue. Access to unit funds is available through the issuance of a numbered check drawn against the unit account at MCCS. Commanders should utilize the check process as a third option and understand that the funds are not to be deposited in personal accounts to avoid commingling of personal and government funds. Checks will be issued by submitting the Expenditure Request form with approval of the Commander, RO or ARO indicating a check requested. Check requests for amounts less than \$200.00 may be honored with Petty Cash.

(d) Contracting and Procurement of Services

1. Unit RO/ARO are authorized to sign internal catering contracts with MCCS. However, Unit ROs are not authorized to enter into a contract with any business activity outside of MCCS.

2. When requesting a service from someone other than MCCS, the RO/ARO will submit the Purchase Request Form 408, enclosure (6) to the MCCS Contracting Officer. This includes services outside the debit card e.g., facilities/services used to accommodate Marine Corps Balls.

(e) Commissary Privileges

1. Enclosure (7) is a sample letter authorizing Commissary privileges aboard MCAS Cherry Point for the designated RO/ARO only. This authorization is for the purchase of goods to

be used at UPFRP functions only. At no time will purchases for personal use be authorized.

2. A request for commissary privileges will be submitted to MCCS by the Unit Commander for those RO/AROs not authorized the aforementioned privileges. Accordingly, enclosure (7) will be provided to those RO/ARO per the Unit Commander's request, at the Cherry Point Commissary.

(f) Catering

1. Catering is authorized on the installation either through MCCS, any of the MCCS 3rd Party Indirect Business Activities, and/or any authorized vendor who has been approved by the U. S. Army Veterinary Services. (See MCCS Contracting for an updated list of authorized vendors.)

2. Catering from a direct MCCS activity e.g., certain food through Miller's Landing, is provided at a reduced price for unit events only. Therefore, when purchasing food through MCCS catering, the 10% discount does not apply with the above reduced prices. Contact MCCS Catering at 466-4797 for the latest pricing list.

(g) Fundraising

1. The UFRF and Command APF should be the primary unit activity funding resources. Commanders should limit fundraising and provide appropriate supervision to ensure Marines and family volunteers are not overburdened or taxed to support Unit Family Readiness Programs.

2. All fundraising activities must be pre-approved by the Installation Commander/MCCS Director to administratively safeguard the Unit from fiscal and administrative conflicts of interests. Unit fundraising activities cannot be conducted off Marine Corps installations, and must be limited to authorized users of installations services (private organization and informal funds/fundraising will be addressed in a separate directive). The funds raised must be used for the benefit of the activities and authorized users. Gambling activities such as lotteries, betting pools or games of chance for money or property are prohibited. Units cannot conduct raffles as fundraising activities. Funds raised must be deposited in unit accounts to ensure safeguarding of funds and proper accounting practices are being followed. Enclosure (8) is an application for Fundraiser.

(h) Gifts

1. When any Marine Corps organization is offered a gift, the recipient shall acknowledge the offer and advise the prospective donor that the offer has been forwarded to the appropriate acceptance authority. Commanders should seek advice from their SJA for gift acceptance procedures.

2. Offers of gifts shall be forwarded promptly via the chain of command.

3. Marine Corps personnel will not solicit gifts or donations.

4. Occasionally, MCCS will be able to establish a sponsorship agreement to accept items for family readiness use. Commanders shall inquire with MCCS before offering to accept sponsorship items.

b. Subordinate Elements Missions

(1) Installation and Tenant Commanders

(a) Follow the guidelines of this Order. Provide a copy of the FRO's PeopleSoft time and attendance certifying official's appointment letter to Marine Corps Community Services (ATTN: CFO, MCCS Cherry Point, Bldg 400). The certifying official for time and attendance should be a supervisory official to the FRO, and shall use the PeopleSoft Time and Labor Program to approve their FRO's time and attendance. All hours worked, leave and sick leave taken shall be reported electronically in PeopleSoft (an approved copy of the annual and/or sick leave request shall be kept by the Unit FRO). As necessary, ensure that compensatory time is electronically reported in People Soft.

(b) Provide a copy of the RO/ARO,AO and designated Cardholder's appointment letter to MCCS's CFO upon their assignment. Upon receipt of the appointment letter, the Cardholder will have 30 days to complete the DON NAF Purchase Card Training. All purchases outside of MCCS Cherry Point using UFRF should primarily be via the debit card.

(c) All NAF contracting with the exception of MCCS Cherry Point's internal contracting shall go through MCCS's Contracting and Procurement Office. The forms outlined in this directive are the only authorized forms the RO/FRO shall use.

(d) A request for commissary privileges will be submitted to MCCA by the Unit Commanding Officer for those RO/FROs not authorized the aforementioned privileges. Accordingly, enclosure (7) will be provided to those RO/FRO per the Unit Commander's request, and the Cherry Point Commissary. Submit requests to the Deputy Director, MCCA.

(e) Catering is authorized on the Installation either through MCCA, any of the MCCA 3rd Party Indirect Business Activities, and/or any authorized vendor who has been approved by the U. S. Army Veterinary Services. (See MCCA Contracting for an updated list of authorized vendors.)

(f) Fundraising events requests shall be submitted in writing enclosure (8) to Deputy Director, MCCA 15 days prior to the event. This will allow for the proper staffing through the Staff Judge Advocates Office, and the Eastern Area's Council Office as required.

(g) All monetary gifts offered, and received by units must be addressed to the DON via MCCA. MCCA will deposit the amount given to the Unit's UFRF cost center for immediate use. MCCA will process gift to the DON.

(h) The gift card is a bearer bond type of financial instrument and as such, must be treated as cash and shall be managed and controlled in accordance with reference (e). Gift cards will be tracked with a clear audit trail for MCNAFAS audits. Gift cards shall not be used in any games of chance.

(2) Marine Corps Community Services

(a) Maintain a copy of the all appointment letters for certifying officials and responsible officers. On a bi-weekly basis, validate NAF time and attendance certifications. Delay payment of salaries to the individual FRO, when time and attendance are not certified by the FRO's supervisor/certifying official until certifying official approves time and attendance.

(b) MCCA will provide each unit \$25 per Marine annually distributed at \$6.25 quarterly based on unit end strength on the first day of each quarter. Rollover unused UFRF each quarter until the end of the NAF fiscal year. In accordance with reference (g), you are authorized to sweep any excess funds unless

they are designated for a specific purpose, with the appropriate waiver. Deployments, overseas and otherwise, are not reasons for units to rollover UFRF.

(c) Provide assistance as necessary to Unit Commanders in matters pertaining to time and attendance, UFRF, and contracting and procurement.

(3) Staff Judge Advocate. Provide legal administrative assistance and reviews in matters pertaining to the Family Readiness Program on Cherry Point.

c. Coordinating Instructions. Recommended changes to this Order should be forwarded to Deputy Director, MCCS Cherry Point.

5. Administration and Logistics. Waivers from the policies of this Order must be authorized in writing by the Commanding Officer, MCAS Cherry Point. All policy waivers will be requested in writing and issued through appropriate chain of command channels.

6. Command and Signal

a. Command. This Order is applicable to MCAS Cherry Point, and its Tenant Commands. Further questions concerning Family Readiness may be brought to the attention of the Deputy Director, MCCS at 466-2431.

b. Signal. This Order is effective the date signed.


E. S. WEISSBERGER
Executive Officer

UNIT AND FAMILY READINESS FUNDS (U&FRF)
Monthly/Quarterly Account Reconciliation Summary

1. Unit

1st Quarter

	Reconciliation Form	Supplemental Form	Total
A Volunteer Awards/Recognition (001)	-	-	-
B Volunteer Reimbursements (002)	-	-	-
C Light Refreshments (003)	-	-	-
D Unit Parties/Picnics (004)	-	-	-
E UFR Child Care (005)	-	-	-
F Direct/Overhead Exp - Comm (006)	-	-	-
G Direct/Overhead Exp - Travel (007)	-	-	-
H Direct/Overhead Exp - Other (008)	-	-	-
I MWR Support (009)	-	-	-
J Marine Corps Ball (010)	-	-	-
Total 1st Quarter Spending	-	-	-

2nd Quarter

	Reconciliation Form	Supplemental Form	Total
A Volunteer Awards/Recognition (001)	-	-	-
B Volunteer Reimbursements (002)	-	-	-
C Light Refreshments (003)	-	-	-
D Unit Parties/Picnics (004)	-	-	-
E UFR Child Care (005)	-	-	-
F Direct/Overhead Exp - Comm (006)	-	-	-
G Direct/Overhead Exp - Travel (007)	-	-	-
H Direct/Overhead Exp - Other (008)	-	-	-
I MWR Support (009)	-	-	-
J Marine Corps Ball (010)	-	-	-
Total 2nd Quarter Spending	-	-	-

3rd Quarter

	Reconciliation Form	Supplemental Form	Total
A Volunteer Awards/Recognition (001)	-	-	-
B Volunteer Reimbursements (002)	-	-	-
C Light Refreshments (003)	-	-	-
D Unit Parties/Picnics (004)	-	-	-
E UFR Child Care (005)	-	-	-
F Direct/Overhead Exp - Comm (006)	-	-	-
G Direct/Overhead Exp - Travel (007)	-	-	-
H Direct/Overhead Exp - Other (008)	-	-	-
I MWR Support (009)	-	-	-
J Marine Corps Ball (010)	-	-	-
Total 3rd Quarter Spending	-	-	-

UNIT AND FAMILY READINESS FUNDS (U&FRF)
Monthly/Quarterly Account Reconciliation Summary

1. Unit

4th Quarter			
	Reconciliation	Supplemental	Total
	Form	Form	
A Volunteer Awards/Recognition (001)	-	-	-
B Volunteer Reimbursements (002)	-	-	-
C Light Refreshments (003)	-	-	-
D Unit Parties/Picnics (004)	-	-	-
E UFR Child Care (005)	-	-	-
F Direct/Overhead Exp - Comm (006)	-	-	-
G Direct/Overhead Exp - Travel (007)	-	-	-
H Direct/Overhead Exp - Other (008)	-	-	-
I MWR Support (009)	-	-	-
J Marine Corps Ball (010)	-	-	-
Total 4th Quarter Spending	-	-	-

Annual Summary			
	Reconciliation	Supplemental	Total
	Form	Form	
A Volunteer Awards/Recognition (001)	-	-	-
B Volunteer Reimbursements (002)	-	-	-
C Light Refreshments (003)	-	-	-
D Unit Parties/Picnics (004)	-	-	-
E UFR Child Care (005)	-	-	-
F Direct/Overhead Exp - Comm (006)	-	-	-
G Direct/Overhead Exp - Travel (007)	-	-	-
H Direct/Overhead Exp - Other (008)	-	-	-
I MWR Support (009)	-	-	-
J Marine Corps Ball (010)	-	-	-
Total Annual Spending	-	-	-

Prior Year Balance -
 Total Annual Allocation -
 Total Annual Spending -
 Total Annual Transfers To/(From) -
Unexecuted UFRF Funds -

UNIT AND FAMILY READINESS FUNDS (U&FRF)
Monthly Expense Summary

1. Unit	2. Date
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	1st Quarter									2nd Quarter									
	February			March			April			May			June			July			
	Qtr Rec	Supp Exp Form	Total	Qtr Rec	Supp Exp Form	Total	Qtr Rec	Supp Exp Form	Total	Qtr Rec	Supp Exp Form	Total	Qtr Rec	Supp Exp Form	Total	Qtr Rec	Supp Exp Form	Total	
A Volunteer Awards/Recognition (001)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
B Volunteer Reimbursements (002)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
C Light Refreshments (003)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
D Unit Parties/Picnics (004)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
E UFR Child Care (005)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
F Direct/Overhead Exp - Comm (006)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
G Direct/Overhead Exp - Travel (007)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
H Direct/Overhead Exp - Other (008)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
I MWR Support (009)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
J Marine Corps Ball (010)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	February			March			April			May			June			July			
	Total 1st Quarter UFRF Expenses																		-
	Total 2nd Quarter UFRF Expenses																		-

Fundraising Funds Expenses	February	-	March	-	April	-	May	-	June	-	July	-
Transfer To/From	February	-	March	-	April	-	May	-	June	-	July	-

	3rd Quarter									4th Quarter									
	August			September			October			November			December			January			
	Qtr Rec	Supp Exp Form	Total	Qtr Rec	Supp Exp Form	Total	Qtr Rec	Supp Exp Form	Total	Qtr Rec	Supp Exp Form	Total	Qtr Rec	Supp Exp Form	Total	Qtr Rec	Supp Exp Form	Total	
A Volunteer Awards/Recognition (001)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
B Volunteer Reimbursements (002)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
C Light Refreshments (003)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
D Unit Parties/Picnics (004)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
E UFR Child Care (005)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
F Direct/Overhead Exp - Comm (006)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
G Direct/Overhead Exp - Travel (007)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
H Direct/Overhead Exp - Other (008)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
I MWR Support (009)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
J Marine Corps Ball (010)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	August			September			October			November			December			January			
	Total 3rd Quarter UFRF Expenses																		-
	Total 4th Quarter UFRF Expenses																		-

Fundraising Funds Expenses	August	-	September	-	October	-	November	-	December	-	January	-
Transfer To/From	August	-	September	-	October	-	November	-	December	-	January	-

Total Annual UFRF Expenses	-	Total Annual Fundraising Expenses	-
Total Annual UFRF Allocation	-	Total Annual Fundraising Deposits	-
Total Annual Transfers To/From	-		

UNIT AND FAMILY READINESS FUNDS (U&FRF)
Monthly Account Reconciliation

ASO 1700.27A
 13 Mar 12

1. Unit	2. Date
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For the Month of:

3. Funding FALSE

Carryforward U&FRF Balance from Previous Quarter -

Carryforward Fundraising Balance from Previous Quarter -

Quarterly Allocation -

Fund Raising Deposits #N/A

UFRF expenses during previous months in the Quarter -

Fundraising expense during previous months in the Quarter -

Available Balance #N/A

4. Expenses

A - Volunteer Awards/Recognition (001)	F - Direct/Overhead Exp - Comm (008)
B - Volunteer Reimbursements (002)	G - Direct/Overhead Exp - Travel (007)
C - Light Refreshments (003)	H - Direct/Overhead Exp - Other (008)
D - Unit Parties/Picnics (004)	I - MWR Support (009)
E - UFR Child Care (005)	J - Marine Corps Ball (010)

Transaction Date	Funding Method	Transaction Code	Item Description and Location of Purchase	Amount
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
Subtotal Carried Forward From Supplemental Expense Form				-
Total Monthly Expenses				-

Summary of Expenses			Debit Card Entry		Monthly ATM Withdrawals (Only record those with change leftover)		
A	-	G	-	6730	Withdrawal Amt	Funds Used	Funds to Turn In
B	-	H	-	2108			
C	-	I	-	1116			
D	-	J	-				
E	-	Fundraising Funds	-				
F	-	Total	-				
				Funding Methods			
				Debit Card	0.00		
				Advance	0.00		
				Reimbursement	0.00		
				Internal Transfer	0.00		
				Other	0.00		
				Total		Total Funds to Deposit	
Allocation of Expenses			Reconciliation Status		MCCS Accounting Office Signature of Receipt		
U&FRF Expenses		#VALUE!					
Fundraising Fund Expenses		#VALUE!					
Total		#VALUE!					

Remaining Balance #N/A

5. These expenses approved (FRO/Commander Designee)

Approving Official Date

UFRF Expenses	Fundraising Expenses
FALSE	-
FALSE	-
Total Expenses - Prior Months	

Distribution of Allocation						
	Beginning Balance	Quarter Distribution	Fundraising Deposits	Prior Months Expense	Current Month Expense	Ending Balance
Amount Deposited to UFRF Account	#N/A	#N/A	#N/A			#N/A
Amt Retained for Other Funding Methods	#N/A	#N/A				#N/A
Total	#N/A	#N/A	#N/A			#N/A

6. Reconciliation of Debit Card (Per Bank) (a + b - c + d = e) (Bank Balance per GL - e = f)

a. Beginning Bank Balance	b. Amount Allocated (if this month)	c. Amount Dispersed	d. Deposits in Transit (should be funds turned above)	e. Ending Bank Balance	f. Variance
\$	\$	\$	\$	\$	\$

UNIT AND FAMILY READINESS FUNDS (U&FRF)
Monthly Account Reconciliation

1. Unit	2. Date
---------	---------

3. Expenses

- A - Volunteer Awards/Recognition (001)
- B - Volunteer Reimbursements (002)
- C - Light Refreshments (003)
- D - Unit Parties/Picnics (004)
- E - UFR Child Care (005)

- F - Direct/Overhead Exp - Comm (006)
- G - Direct/Overhead Exp - Travel (007)
- H - Direct/Overhead Exp - Other (008)
- I - MWR Support (009)
- J - Marine Corps Ball (010)

Transaction		Transaction		Item Description and Location of Purchase	Amount
Date	Funding Method	Code	Code		
1					
2					
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27					

UNIT AND FAMILY READINESS FUNDS (U&FRF)
Monthly Account Reconciliation

1. Unit	2. Date
---------	---------

3. Expenses

- A - Volunteer Awards/Recognition (001)
- B - Volunteer Reimbursements (002)
- C - Light Refreshments (003)
- D - Unit Parties/Picnics (004)
- E - UFR Child Care (005)

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- I - MWR Support (009)
- J - Marine Corps Ball (010)

Transaction	Date	Funding Method	Transaction Code	Item Description and Location of Purchase	Amount
28					
29					
30					
31					
32					
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34					
35					
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51					
52					
53					
Total Expenses					

UNIT AND FAMILY READINESS FUNDS (U&FRF)

Quarterly Account Reconciliation

1. Unit	2. Date
---------	---------

1st Quarter

3. Funding

Carryforward U&FRF Balance from Previous Year
 Carryforward Fundraising Balance from Previous Year
 1st Quarter Allocation
 Fundraising Deposits

Available 1st Quarter Balance -

Distribution of Allocation					
	Beginning Balance	Quarter Distribution	Fundraising Deposits	Quarter Expense	Quarter Remaining Balance
Amount Deposited to UFRF Account				-	-
Amt Retained for Other Funding Methods				-	-
Total					

4. Expenses

- | | |
|--|--|
| A - Volunteer Awards/Recognition (001) | F - Direct/Overhead Exp - Comm (006) |
| B - Volunteer Reimbursements (002) | G - Direct/Overhead Exp - Travel (007) |
| C - Light Refreshments (003) | H - Direct/Overhead Exp - Other (008) |
| D - Unit Parties/Picnics (004) | I - MWR Support (009) |
| E - UFR Child Care (005) | J - Marine Corps Ball (010) |

Transaction Date	Funding Method	Transaction Code	Item Description and Location of Purchase	Amount
1				
2				
3				
4				
5				
6				
7				
8				
9				

Subtotal Carried Forward From Supplemental Expense Form -
Total 1st Quarter Expenses -

<table style="width:100%"> <thead> <tr> <th colspan="3" style="text-align:center">Summary of Expenses</th> </tr> </thead> <tbody> <tr><td style="text-align:center">A</td><td style="text-align:center">-</td><td style="text-align:center">G</td></tr> <tr><td style="text-align:center">B</td><td style="text-align:center">-</td><td style="text-align:center">H</td></tr> <tr><td style="text-align:center">C</td><td style="text-align:center">-</td><td style="text-align:center">I</td></tr> <tr><td style="text-align:center">D</td><td style="text-align:center">-</td><td style="text-align:center">J</td></tr> <tr><td style="text-align:center">E</td><td style="text-align:center">-</td><td style="text-align:center">Transfer To/(From)</td></tr> <tr><td style="text-align:center">F</td><td style="text-align:center">-</td><td style="text-align:center">Fundraising Funds</td></tr> <tr><td colspan="3" style="text-align:right">Total</td></tr> </tbody> </table>	Summary of Expenses			A	-	G	B	-	H	C	-	I	D	-	J	E	-	Transfer To/(From)	F	-	Fundraising Funds	Total			<table style="width:100%"> <thead> <tr> <th colspan="2" style="text-align:center">Debit Card Entry</th> </tr> </thead> <tbody> <tr><td style="text-align:right">6730</td><td style="text-align:right">-</td></tr> <tr><td style="text-align:right">2108</td><td style="text-align:right">-</td></tr> <tr><td style="text-align:right">1116</td><td style="text-align:right">-</td></tr> </tbody> </table> <table style="width:100%"> <thead> <tr> <th colspan="2" style="text-align:center">Funding Methods</th> </tr> </thead> <tbody> <tr><td style="text-align:right">Debit Card</td><td style="text-align:right">0.00</td></tr> <tr><td style="text-align:right">Advance</td><td style="text-align:right">0.00</td></tr> <tr><td style="text-align:right">Reimbursement</td><td style="text-align:right">0.00</td></tr> <tr><td style="text-align:right">Internal Transfer</td><td style="text-align:right">0.00</td></tr> <tr><td style="text-align:right">Other</td><td style="text-align:right">0.00</td></tr> <tr><td style="text-align:right">Transfer To/(From)</td><td style="text-align:right">0.00</td></tr> <tr><td colspan="2" style="text-align:right">Total</td></tr> </tbody> </table>	Debit Card Entry		6730	-	2108	-	1116	-	Funding Methods		Debit Card	0.00	Advance	0.00	Reimbursement	0.00	Internal Transfer	0.00	Other	0.00	Transfer To/(From)	0.00	Total	
Summary of Expenses																																																	
A	-	G																																															
B	-	H																																															
C	-	I																																															
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Allocation of Expenses																																																	
U&FRF Expenses	-																																																
Fundraising Fund Expenses	-																																																
Transfer To/(From)	-																																																
Total																																																	
Reconciliation Status	In Balance																																																

Remaining 1st Quarter Balance \$ -

5. These expenses approved (FRO/Commander Designee)	Date
Approving Official	

Accounting Use Only					
				Bank Balance per GL	\$
				e. Ending Bank Balance	f. Variance
a. Beginning Bank Balance	b. Amount Allocated (if this month)	c. Amount Dispersed	d. Deposits in Transit	\$	\$
\$	\$	\$	\$	\$	\$

UNIT AND FAMILY READINESS FUNDS (U&FRF)
Quarterly Account Reconciliation

ASO 1700.27A
 13 Mar 12

1. Unit	2. Date
---------	---------

2nd Quarter

3. Funding

Carryforward U&FRF Balance from Previous Quarter
 Carryforward Fundraising Balance from Previous Quarter
 2nd Quarter Allocation
 Fundraising Deposits

Available 2nd Quarter Balance

Distribution of Allocation

	Balance Forward	Quarter Distribution	Fundraising Deposits	Quarter Expense	Quarter Remaining Balance
Amt Deposited to UFRF Account	-				
Amt Retained for Other Funding Methods	-				
Total	-				

4. Expenses

- | | |
|--|--|
| A - Volunteer Awards/Recognition (001) | F - Direct/Overhead Exp - Comm (006) |
| B - Volunteer Reimbursements (002) | G - Direct/Overhead Exp - Travel (007) |
| C - Light Refreshments (003) | H - Direct/Overhead Exp - Other (008) |
| D - Unit Parties/Picnics (004) | I - MWR Support (009) |
| E - UFR Child Care (005) | J - Marine Corps Ball (010) |

Transaction Date	Funding Method	Transaction Code	Item Description and Location of Purchase	Amount
1				
2				
3				
4				
5				
6				
7				
8				
9				
Subtotal Carried Forward From Supplemental Expense Form				-
Total 2nd Quarter Expenses				-

Summary of Expenses		
A	-	G
B	-	H
C	-	I
D	-	J
E	-	Transfer To/(From)
F	-	Fundraising Funds
Total		

Allocation of Expenses	
U&FRF Expenses	-
Fundraising Fund Expenses	-
Transfer To/(From)	-
Total	

Debit Card Entry	
6730	-
2108	-
1116	

Funding Methods	
Debit Card	0.00
Advance	0.00
Reimbursement	0.00
Internal Transfer	0.00
Other	0.00
Transfer To/(From)	0.00
Total	

Reconciliation Status **In Balance**

Remaining 2nd Quarter Balance \$

5. These expenses approved (FRG/Commander Designee)

Approving Official

Date

Accounting Use Only

6. Reconciliation of Debit Card (Per Bank) (a + b - c + d = e) (Bank Balance per GL - e = f)				Bank Balance per GL	\$
a. Beginning Bank Balance	b. Amount Allocated (if this month)	c. Amount Dispersed	d. Deposits in Transit	e. Ending Bank Balance	f. Variance
\$	\$	\$	\$	\$	\$

UNIT AND FAMILY READINESS FUNDS (U&FRF)
Quarterly Account Reconciliation

ASO 1700.27A
 13 Mar 12

1. Unit	2. Date
---------	---------

3rd Quarter

3. Funding

Carryforward U&FRF Balance from Previous Quarter	-
Carryforward Fundraising Balance from Previous Quarter	-
3rd Quarter Allocation	-
Fundraising Deposits	-
Available 3rd Quarter Balance	-

Distribution of Allocation

	Balance Forward	Quarter Distribution	Fundraising Deposits	Quarter Expense	Quarter Remaining Balance
Amt Deposited to UFRF Account	-				-
Amt Retained for Other Funding Methods	-				-
Total	-				-

- 4. Expenses**
- | | |
|--|--|
| A - Volunteer Awards/Recognition (001) | F - Direct/Overhead Exp - Comm (006) |
| B - Volunteer Reimbursements (002) | G - Direct/Overhead Exp - Travel (007) |
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Transaction Date	Funding Method	Transaction Code	Item Description and Location of Purchase	Amount
1				
2				
3				
4				
5				
6				
7				
8				
9				
Subtotal Carried Forward From Supplemental Expense Form				-
Total 3rd Quarter Expenses				-

Summary of Expenses				Debit Card Entry	
A	-	G	-	6730	-
B	-	H	-	2108	-
C	-	I	-	1116	-
D	-	J	-		
E	-	Transfer To/(From)	-		
F	-	Fundraising Funds	-		
		Total	-		
Allocation of Expenses				Funding Methods	
U&FRF Expenses	-			Debit Card	0.00
Fundraising Fund Expenses	-			Advance	0.00
Transfer To/(From)	-			Reimbursement	0.00
				Internal Transfer	0.00
				Other	0.00
				Transfer To/(From)	0.00
		Total	-	Total	-
				Reconciliation Status	In Balance

Remaining 3rd Quarter Balance \$ -

5. These expenses approved (FRO/Commander Designee)

Approving Official	Date
--------------------	------

Accounting Use Only

6. Reconciliation of Debit Card (Per Bank) (a + b - c + d = e) (Bank Balance per GL - g = f)				Bank Balance per GL	\$
a. Beginning Bank Balance	b. Amount Allocated (if this month)	c. Amount Dispersed	d. Deposits in Transit	e. Ending Bank Balance	I. Variance
\$	\$	\$	\$	\$	\$

UNIT AND FAMILY READINESS FUNDS (U&FRF)
Quarterly Account Reconciliation

ASO 1700.27A
 13 Mar 12

1. Unit	2. Date
---------	---------

4th Quarter

3. Funding

Carryforward U&FRF Balance from Previous Quarter	-
Carryforward Fundraising Balance from Previous Quarter	-
4th Quarter Allocation	-
Fundraising Deposits	-
Available 4th Quarter Balance	-

Distribution of Allocation

	Balance Forward	Quarter Distribution	Fundraising Deposits	Quarter Expense	Quarter Remaining Balance
Amt Deposited to UFRF Account	-				-
Amt Retained for Other Funding Methods	-				-
Total	-				-

4. Expenses

- | | |
|--|--|
| A - Volunteer Awards/Recognition (001) | F - Direct/Overhead Exp - Comm (006) |
| B - Volunteer Reimbursements (002) | G - Direct/Overhead Exp - Travel (007) |
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Transaction Date	Funding Method	Transaction Code	Item Description and Location of Purchase	Amount
1				
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6				
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8				
9				
Subtotal Carried Forward From Supplemental Expense Form				-
Total 4th Quarter Expenses				-

Summary of Expenses				Debit Card Entry	
A	-	G	-	6730	-
B	-	H	-	2108	-
C	-	I	-	1116	-
D	-	J	-		
E	-	Transfer To/(From)	-		
F	-	Fundraising Funds	-		
		Total			
Allocation of Expenses				Funding Methods	
U&FRF Expenses	-			Debit Card	0.00
Fundraising Fund Expenses	-			Advance	0.00
Transfer To/(From)	-			Reimbursement	0.00
				Internal Transfer	0.00
				Other	0.00
				Transfer To/(From)	0.00
		Total		Total	-
				Reconciliation Status	In-Balance

Remaining 4th Quarter Balance \$

	Year End Balances
	Remaining UFRF
	Remaining Fundraising Funds

5. These expenses approved (FRO/Commander Designee)

Approving Official	Date
--------------------	------

Accounting Use Only

6. Reconciliation of Debit Card (Per Bank) (a + b - c + d = e) (Bank Balance per GL - e = f)

a. Beginning Bank Balance	b. Amount Allocated (If this month)	c. Amount Dispersed	d. Deposits in Transit	e. Ending Bank Balance	f. Variance
\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

UNIT AND FAMILY READINESS FUNDS (U&FRF)
Monthly/Quarterly Account Reconciliation

1. Unit	2. Date
---------	---------

1st Quarter

3. Expenses

- | | |
|--|--|
| A - Volunteer Awards/Recognition (001) | F - Direct/Overhead Exp - Comm (006) |
| B - Volunteer Reimbursements (002) | G - Direct/Overhead Exp - Travel (007) |
| C - Light Refreshments (003) | H - Direct/Overhead Exp - Other (008) |
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Transaction					
Transaction	Date	Funding Method	Transaction Code	Item Description and Location of Purchase	Amount
1					
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26					
27					

UNIT AND FAMILY READINESS FUNDS (U&FRF)
Monthly/Quarterly Account Reconciliation

1. Unit	2. Date
---------	---------

1st Quarter

3. Expenses

- | | |
|--|--|
| A - Volunteer Awards/Recognition (001) | F - Direct/Overhead Exp - Comm (006) |
| B - Volunteer Reimbursements (002) | G - Direct/Overhead Exp - Travel (007) |
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Transaction	Date	Funding Method	Transaction Code	Item Description and Location of Purchase	Amount
28					
29					
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43					
44					
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47					
48					
49					
50					
51					
52					
53	Total Expenses				-

UNIT AND FAMILY READINESS FUNDS (U&FRF)
Monthly/Quarterly Account Reconciliation

1. Unit	2. Date
---------	---------

2nd Quarter

3. Expenses

- | | |
|--|---|
| <ul style="list-style-type: none"> A - Volunteer Awards/Recognition (001) B - Volunteer Reimbursements (002) C - Light Refreshments (003) D - Unit Parties/Picnics (004) E - UFR Child Care (005) | <ul style="list-style-type: none"> F - Direct/Overhead Exp - Comm (006) G - Direct/Overhead Exp - Travel (007) H - Direct/Overhead Exp - Other (008) I - MWR Support (009) J - Marine Corps Ball (010) |
|--|---|

Transaction					
Date	Funding Method	Transaction Code	Item Description and Location of Purchase	Amount	
1					
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27					

UNIT AND FAMILY READINESS FUNDS (U&FRF)

Monthly/Quarterly Account Reconciliation

1. Unit	2. Date
---------	---------

2nd Quarter

3. Expenses

- | | |
|--|---|
| <ul style="list-style-type: none"> A - Volunteer Awards/Recognition (001) B - Volunteer Reimbursements (002) C - Light Refreshments (003) D - Unit Parties/Picnics (004) E - UFR Child Care (005) | <ul style="list-style-type: none"> F - Direct/Overhead Exp - Comm (006) G - Direct/Overhead Exp - Travel (007) H - Direct/Overhead Exp - Other (008) I - MWR Support (009) J - Marine Corps Ball (010) |
|--|---|

Transaction					
Date	Funding Method	Transaction Code	Item Description and Location of Purchase	Amount	
28					
29					
30					
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46					
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49					
50					
51					
52					
53				Total Expenses	-

UNIT AND FAMILY READINESS FUNDS (U&FRF)
Monthly/Quarterly Account Reconciliation

ASO 1700.27A
 13 Mar 12

1. Unit	2. Date
---------	---------

3rd Quarter

3. Expenses

- | | |
|--|---|
| A - Volunteer Awards/Recognition (001)
B - Volunteer Reimbursements (002)
C - Light Refreshments (003)
D - Unit Parties/Picnics (004)
E - UFR Child Care (005) | F - Direct/Overhead Exp - Comm (006)
G - Direct/Overhead Exp - Travel (007)
H - Direct/Overhead Exp - Other (008)
I - MWR Support (009)
J - Marine Corps Ball (010) |
|--|---|

Transaction					
Date	Funding Method	Transaction Code	Item Description and Location of Purchase	Amount	
1					
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3					
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27					
28					

UNIT AND FAMILY READINESS FUNDS (U&FRF)
Monthly/Quarterly Account Reconciliation

ASO 1700.27A
 13 Mar 12

1. Unit	2. Date
---------	---------

3rd Quarter

3. Expenses

- A - Volunteer Awards/Recognition (001)
- B - Volunteer Reimbursements (002)
- C - Light Refreshments (003)
- D - Unit Parties/Picnics (004)
- E - UFR Child Care (005)

- F - Direct/Overhead Exp - Comm (006)
- G - Direct/Overhead Exp - Travel (007)
- H - Direct/Overhead Exp - Other (008)
- I - MWR Support (009)
- J - Marine Corps Ball (010)

Transaction					
	Date	Funding Method	Transaction Code	Item Description and Location of Purchase	Amount
29					
30					
31					
32					
33					
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35					
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40					
41					
42					
43					
44					
45					
46					
47					
48					
49					
50					
51					
52					
53					
54					
55				Total Expenses	-

UNIT AND FAMILY READINESS FUNDS (U&FRF)

ASO 1700.27A
13 Mar 12

Monthly/Quarterly Account Reconciliation

1. Unit	2. Date
---------	---------

4th Quarter

3. Expenses

- A - Volunteer Awards/Recognition (001)
- B - Volunteer Reimbursements (002)
- C - Light Refreshments (003)
- D - Unit Parties/Picnics (004)
- E - UFR Child Care (005)

- F - Direct/Overhead Exp - Comm (006)
- G - Direct/Overhead Exp - Travel (007)
- H - Direct/Overhead Exp - Other (008)
- I - MWR Support (009)
- J - Marine Corps Ball (010)

Transaction					
Date	Funding Method	Transaction Code	Item Description and Location of Purchase		Amount
1					
2					
3					
4					
5					
6					
7					
8					
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10					
11					
12					
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21					
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24					
25					
26					
27					
28					

UNIT AND FAMILY READINESS FUNDS (U&FRF)

Monthly/Quarterly Account Reconciliation

1. Unit	2. Date
---------	---------

4th Quarter

3. Expenses

- A - Volunteer Awards/Recognition (001)
- B - Volunteer Reimbursements (002)
- C - Light Refreshments (003)
- D - Unit Parties/Picnics (004)
- E - UFR Child Care (005)

- F - Direct/Overhead Exp - Comm (006)
- G - Direct/Overhead Exp - Travel (007)
- H - Direct/Overhead Exp - Other (008)
- I - MWR Support (009)
- J - Marine Corps Ball (010)

Transaction					
Date	Funding Method	Transaction Code	Item Description and Location of Purchase		Amount
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					
41					
42					
43					
44					
45					
46					
47					
48					
49					
50					
51					
52					
53					
54					
55					
Total Expenses					-

Annual Fundraising Funds

1. Unit	2. Date
---------	---------

3. Fundraising Events

	Event Date	Quarter	Fundraising Event	Amount
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
Total Deposits				-

Quarter	Total Deposits
1st Quarter	-
2nd Quarter	-
3rd Quarter	-
4th Quarter	-
Total Deposits	-

- 1 **Summary Tab** - The tab called Summary automatically populates based on your input onto the Quarterly Reconciliation Tab and Supplemental Expense Forms for each Quarter. The only cell you will need to populate on the Summary tab is your Unit Name at the top in Block 1
- 2 **Monthly Summary Tab** - The tab called Monthly Summary automatically populates based on your input onto the Quarterly Reconciliation Tab and Supplemental Expense Forms for each Quarter. The only cell will need to populate on the Monthly Summary tab is your Unit Name at the top in Block 1
- 3 **Quarterly Reconciliation Tab** - The Quarterly Reconciliation Tab is where you will want to track your expenses daily. If you properly track your allocation and expense on this tab, your summary tabs will automatically populate and be accurate. Notice that each quarter has a separate section. Make sure you are populating data in the correct quarter. Only the cells highlighted in Yellow can be typed into.

To properly complete this tab:

- a. Populate your unit name in Block 1
- b. Populate the date in Block 2
- c. In Section 3 titled "Funding", update the allocation amount based on the allocation report provided by MCCS. Notice that the "Carryforward Balance" automatically populates for all quarters except the 1st Quarter. Populate the "Carryforward Balance" on the 1st Quarter based on the report provided by MCCS.
- d. In Section 3 titled "Funding", notice that the Fundraising Deposits automatically updates based on data entered on the Fundraising Funds tab. To ensure the most accurate information by quarter, keep the fundraising tab up to date as deposits are made.
- e. In the next small section titled "Disbribution of Allocation", you will need to populate how the unit commander or their designee allocated the funds based on the Quarterly U&FRF Distribution Report that is turned into MCCS each quarter. The first line is the funds that are deposited into the designated U&FRF bank account for debit card usage. The 2nd line is the funds retained by MCCS to fund other funding methods such as advances, reimbursements, internal transfers, etc. Ensure the data you enter here matches your "Quarterly U&FRF Disbribution Report". You will also notice some check figures here that are indicated by green or red cells. If your total lines all contain green cells, then all data is balanced. If there are any red cells, then something is not balanced properly based on data you entered.
- f. In the Section titled "Expenses, track your expenses daily so you always know what your available balance is. Remember to keep track of expenses in the appropriate quarter so your summary tabs will populate accurately. To properly track expenses:
 1. Populate the transaction date with the actual date of the transaction. If you receive a data error, you are inputting a date that does not belong in that quarter's section. Use the appropriate section or correct the date. Do not change the format of the date column as it will affect how your Monthly Summary tab populates. The date should remain in the following format Month/Day.
 2. Select a Funding Method as to how the expenses were paid.
 3. Select a Transaction Code from the drop down list that corresponds to the type of expense. The transaction codes are defined above the expense detail. Ensure each expense is properly coded with a transaction code or your summary tabs will not populate accurately. Note there is an option to select fundraising funds if you are utilizing those funds vice U&FRF.
 4. Populate the description column with brief description of the purchase and the location
 5. Populate the amount column with the actual amount of the transaction.
 6. If you run out of lines on the Quarterly Reconciliation Tab for any given quarter, additional

transactions should be recorded on the Supplemental Expense Forms provided for each quarter. Be sure to record the expense in the proper quarter so your summary tabs populate properly. Each tab is programmed to validate the date so it should not allow you to enter a date outside of that quarter.

7. Any items populated on the Supplemental Forms will have the balance brought forward to the Quarterly Reconciliation tab in the proper quarter's section.
 8. The block for the total expenses for that quarter will populate automatically.
- g. The next section shows you a summary of your expenses based on the type of expense. You will notice the total cell will highlight green or red. This should always be green if your sheet is populated correctly. If not, you will see a red cell and you will need to double check your entries. Usually this error will result if you do not select a transaction code on either the Monthly Reconciliation Tab or Quarterly Reconciliation Tab.
 - h. The next section summarizes your expenses based on whether they are U&FRF or Fundraising. If you have a message that states "Balance Exceeded" then you have spent more than you had available for that type of funding. Check your entries for accuracy. You will also notice the total block will highlight green or red. Green indicates the totals are in balance, and red indicates there is a problem.
 - i. The next small section provides the breakdown of the debit card expenses. This is separated out because MCCS will have to do a manual entry each month to record debit card expenses. You will also see that the block next to 1116 will highlight green or red. Green indicates that the totals match the debit card balance in the Funding Methods below and red indicates the totals do not match. You should always see a green cell here.
 - j. The next section provides you a breakdown based on type of funding used. You will notice the total cell will highlight green or red. Green indicates the totals are accurate, red indicates a problem.
 - k. Take note of your "Remaining Balance" block highlighted towards the end of each quarter. This amount should never be less than 0. If it is you will see a message in this block that says - "Available Balance Exceeded!!". If you do get this message, please review your entries to check for accuracy. If you still have the error message, then you have spent more than your unit had allocated to them and you must report this to the MCCS accounting office immediately. Note that the Remaining Balance is allocated to either U&FRF or Fundraising in the next quarter based on what type of funds were remaining.
 - l. The Commander or their Designee needs to sign and date Block 5 authorizing the expenses.
 - m. The MCCS Accounting Office will populate Block 6 once the reconciliation is turned in at the end of each quarter. This will verify the reconciliation with the actual bank information.

4 Monthly Reconciliation Tab - The Monthly Reconciliation tab is provided for your convenience. A reconciliation of monthly expenses must be turned into the local MCCS accounting office on a monthly basis. All expenses should be tracked daily on the Quarterly Reconciliation tab. When it is time to turn in a monthly reconciliation, you can simply copy the transaction line items for the appropriate month and paste them onto this worksheet. Only the cells highlighted in Yellow can be typed into.

To Properly Complete this Tab:

- a. Populate your unit name in Block 1
- b. Populate the date in Block 2
- c. Use the drop down and select the month the reconciliation is for. Next to the month is a cell for you use the drop down and select the year. It is very important that you populate the month block. You

will notice that when you select a month that the "Prior Month Expense Reconciliation" will populate automatically. This will bring in your expenses from prior months in that quarter so you can see your actual remaining balance. For example, if you select April, the Prior Month Expense Reconciliation will pull in February and March and the expenses associated with those months broken down by UFRF or fundraising. This amount will also carry up to Section 3 Funding and populate the last two lines for previous months' expenses in that quarter.

- d. In Section 3 titled "Funding", you will notice that all of the data populates automatically. If you do not see data in this section, make sure you have selected the month using the drop down above.
- e. The expense portion is populated like the Quarterly Reconciliation Tab. If you need more lines for additional expenses. Use the tab called Supp Exp Form - Monthly. The Supp Exp Form - Monthly will carry over to your monthly reconciliation tab if populated.
- f. The next section shows you a summary of your expenses based on the type of expense. You will notice the total cell highlights green or red. This should always be green if your sheet is populated correctly. If not, you will see a red cell and you will need to double check your entries. Usually this error will result if you do not select a transaction code on either the Monthly Reconciliation Tab or Quarterly Reconciliation Tab.
- g. The next section summarizes your expenses based on whether they are U&FRF or Fundraising. If you have a message that states "Balance Exceeded" then you have spent more than you had available for that type of funding. Check your entries for accuracy.
- h. The section titled "Debit Card Entry" is for MCCS' use. All transactions via debit card require a manual entry at the end of each month. The expenses using UFRF is booked to 6730 and the expenses using your unit's fundraising funds are booked to 2108. All debit card entries come out of cash account 1116
- i. The section titled "Funding Methods" provides you a breakdown of how your expenses were paid that month.
- j. The section titled "Monthly ATM Withdrawals" is where you will record any ATM withdrawals that were not fully utilized, and you have change to turn in. You only need to record those ATM transactions that you still have change remaining at the end of the month. Any change remaining from ATM withdrawals that month will need to be turned into MCCS so your account can be reconciled. The funds turned in will be redeposited into your designated UFRF account and MCCS will sign indicating the receipt of those funds.
- k. The remaining balance is what you have remaining available to date for the current quarter. This balance should not be less than zero. If so, you will see an error that says - "Available Balance Exceeded!!!". If you get this message, double check your entries for accuracy. If the error remains after you have made corrections, notify the MCCS accounting office immediately. If you have filled everything out properly it should balance to the amount reflected on your Quarterly reconciliation tab minus any expenses for subsequent months that you may have already populated for that quarter.
- l. The Commander or their Designee needs to sign and date Block 5 authorizing the expenses.
- m. The MCCS Accounting Office will populate Block 6 once the reconciliation is turned in at the end of each month. This will verify the reconciliation with the actual bank information.
- n. At the bottom there is a Prior Month Expense Reconciliation that will account for expenses for prior months in the same quarter. This will populate automatically based on the month you select at the top of the sheet. This amount will also populate the Section 3 funding lines for the expenses in the prior months.

5 Fundraising Funds Tab - The fundraising funds tab is provided to track your fundraising fund balance. These funds will be deposited into your unit's designated U&FRF bank account or held in MCCS' account if your unit declined the debit card option. These funds must be tracked separately since they do not expire. This tab needs to be updated as fundraising funds are deposited, or your quarterly available balance will not be correct on the Quarterly Reconciliation tab.

To properly complete this tab:

- a. Populate your unit name in Block 1
- b. Populate the date in Block 2
- c. In Section 3 titled "Fundraising Events" fill out the information for the date, quarter, event name, and amount. Ensure that all dates and quarters are correct or your Quarterly Reconciliation tab will not show the correct available balance.
- d. At the bottom of the form you will see a summary of deposits by quarter. This information flows over to the appropriate quarter's "Fundraising Deposits" line on the Quarterly Reconciliation tab.

6 Data Check Tab - This workbook contains multiple check figures that can be compared to verify the accuracy of your data and summary information. Check the Data Check Tab to see if an "Out of Balance" Exists. If your data all balances, you will see a Green "In Balance" comment. If any of your data is out of balance among this workbook, you will see a Red "Out of Balance" comment. If you do have a Red "Out of Balance" comment, please go back and check your entries and make adjustments to bring it back in balance. The main cause of out of balances is incomplete transactions where a date, funding method, or transaction code was not selected.

DATA CHECK

U&FRF Expenses

	Summary	Monthly Summary	Quarterly Reconciliation	Data Check
1st Quarter	-	-	-	In Balance
2nd Quarter	-	-	-	In Balance
3rd Quarter	-	-	-	In Balance
4th Quarter	-	-	-	In Balance
Annual	-	-	-	In Balance
Fundraising		-	-	In Balance

Funding

	Summary	Monthly Summary	Quarterly Reconciliation	Data Check
Annual U&FRF Allocation	-	-	-	In Balance

	Fundraising Tab	Monthly Summary	Quarterly Reconciliation	Data Check
Fundraising Deposits	-	-	-	In Balance



ASO 1700.27A
13 Mar 12

DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3044 CATLIN AVENUE
QUANTICO, VIRGINIA 22134-5103

IN REPLY REFER TO:
7000
MRF
10 Mar 11

From: Commandant of the Marine Corps

Subj: FINANCE AND ACCOUNTING STANDARDIZATION GUIDE (FASG)
002/11 UNIT AND FAMILY READINESS FUNDS (U&FRF)

Ref: (a) MCO 1754.9
(b) MCO P1700.27B
(c) MARADMIN 166/11
(d) DOD FMR 7000.14-R

Encl: (1) U&FRF Debit Card Internal Control Procedures
(2) Expenditure Request/Reimbursement for Unit & Family
Readiness Funds

1. Unit and Family Readiness Funds (U&FRF). Unit and Family Readiness Funds (U&FRF), incorporating the former picnic and party funds, are intended to support unit Morale, Welfare and Recreation (MWR) needs including recreational, social and family readiness activities. Marine Corps Community Services (MCCS) has established a single nonappropriated fund (NAF) allocation of \$25 per Marine per year, for active units home-based at Marine Corps installations. The installation MCCS will provide this support from locally generated NAF, independently of and not contingent upon any appropriated (APF) funding. To preclude conflicts with APF policies, U&FRF will not be authorized APF support or Uniform Funding & Management (UFM) reimbursement.

2. First Principles.

a. Unit commanders have the authority to decide how to spend U&FRF for their units' personal and family readiness needs, consistent with headquarters policy. Commanders should have unhindered access to U&FRF and the installation MCCS should facilitate unhindered access.

b. Unit commanders have the responsibility for budgeting and managing U&FRF while complying with basic internal control procedures required by headquarters policy. Also, commanders must ensure that sufficient documentation is provided to the installation MCCS Accounting Office (AO) so that reporting may be made to headquarters by expense purpose for each unit.

ENCLOSURE (3)

13 Mar 12

Subj: FINANCE AND ACCOUNTING STANDARDIZATION GUIDE (FASG)
002/11 UNIT AND FAMILY READINESS FUNDS (U&FRF)

c. Execution of U&FRF will be regulated by appropriate guidance, including references (a) through (c) and enclosure (1). Unit commanders will act as the sole authority for the spending of U&FRF.

d. Accountability for the proper use of U&FRF will be monitored through routine Marine Corps Nonappropriated Funds Audit Service (MCNAFAS) audits.

e. U&FRF are to be used in the year provided rather than accumulated from year to year. Unused U&FRF will rollover each quarter until the end of the NAF fiscal year. At the end of the NAF fiscal year, excess funds will be withdrawn unless they are designated for a specific purpose. Immaterial amounts in MCCS designated U&FRF bank accounts may carry forward to prevent the account from reaching a zero balance.

3. Commander's access to U&FRF.

a. Unit commanders or their designees will work directly with local installation MCCS AOs to access their U&FRF.

b. At installations where access to U&FRF is working well and the unit commander is satisfied with current processes, those processes may be continued.

c. MR has authorized the use of a locally managed debit card through a local banking facility. At all installations, the installation MCCS AO will provide commanders with a debit card option to facilitate access to funds.

d. The unit commander will retain and be responsible for the debit card(s) and may delegate the use of the debit cards to the Family Readiness Officer (FRO), other unit designee, or a deployed designee.

e. The unit commander has the fiduciary responsibility for U&FRF, whether accessed by debit card or other processes; and whether spent by the commander or by a designee.

f. The installation MCCS will not further restrict the unit commander's access to their U&FRF.

4. Allocation of U&FRF. The installation MCCS will allocate funds quarterly based on command reported onboard unit strength from the Marine Corps Total Force System (MCTFS), including

13 Mar 12

Subj: FINANCE AND ACCOUNTING STANDARDIZATION GUIDE (FASG)
002/11 UNIT AND FAMILY READINESS FUNDS (U&FRF)

Sailors or other service members assigned to the unit and in support of the Marines. The MCTFS strength report will be used on the first working day of each quarter of the NAF fiscal year. U&FRF for Fleet Assistance Program (FAP) personnel is provided by the installation MCCS to the unit that reports FAPs on their quarterly unit strength report. U&FRF will be provided for Individual Augmentees (IA) included in a command's strength report. U&FRF for permanent detachments is also provided by the local installation MCCS AO. Funds allocated to one unit may be transferred to another unit with mutual consent of the unit commanders.

a. Unit Deployment Program (UDP) Units and Deployed Units are to be supported by their parent installation. Unit commanders will determine the amount of U&FRF that the parent installation will provide forward. Unit commanders will coordinate deployed funds through the parent installation MCCS AO.

(1) The parent installation MCCS AO may provide a check to the unit, which will be deposited with and administered by the forward MCCS, if available.

(2) The parent installation MCCS AO may execute an electronic transfer through the NAF accounting system to the forward MCCS.

(3) Unit commanders will designate in writing a responsible officer to manage the funds at the deployed location and make a full reconciliation of receipts and cash remaining within 10 days of returning from deployment.

(4) Unit commanders may authorize a deployed designee to deploy with a debit card. The authorization will be in writing and require a full reconciliation of receipts within 10 days of returning from deployment.

b. Detachments, other than permanent detachments, are to be supported by their parent installation. Unit commanders will determine the amount of U&FRF that the parent installation will provide forward. Unit commanders will coordinate deployed funds through the installation MCCS AO.

(1) The parent installation MCCS AO may provide a check to the unit, which will be deposited with and administered by the forward MCCS, if available.

13 Mar 12

Subj: FINANCE AND ACCOUNTING STANDARDIZATION GUIDE (FASG)
002/11 UNIT AND FAMILY READINESS FUNDS (U&FRF)

(2) The parent installation MCCA AO may execute an electronic transfer through the NAF Financial Management System (FMS) to the forward MCCA.

(3) Unit commanders will designate in writing a responsible officer to manage the funds at the detached location and make a full reconciliation of receipts and cash remaining within 10 days of returning from detachment.

(4) Unit commanders may authorize a detached designee to detach with a debit card. The authorization will be in writing and require a full reconciliation of receipts within 10 days of returning from detachment.

5. U&FRF Expenditures. It is intended that the U&FRF be used to support unit MWR needs for recreational, social and family readiness activities, including volunteer expenses. Unit Commanders should budget for APF operating expenses necessary to provide personal and family readiness needs not covered by the NAF U&FRF.

a. Authorized U&FRF Expenditures. The unit commander or his/her designee, assigned in writing, will act as the sole authority for the spending of U&FRF. Clarification of policy regarding expenditures may be directed to the installation MCCA Director. The following categories of expenditures are authorized for U&FRF:

(1) Light refreshments for Unit, Personal and Family Readiness Program meetings, events, and/or training sessions;

(2) Volunteer awards and recognition;

(3) Family Readiness volunteer reimbursements, including reimbursement for child care, mileage, phone charges, tolls, parking, and other preapproved miscellaneous expenses;

(4) Direct and overhead expenses including expendable items; supplies, travel, communications, and FRO business cards;

(5) Minor equipment with a unit price less than \$2,500. Minor equipment purchased with U&FRF is not subject to NAF property control regulations. The unit commander is responsible for developing proper internal control procedures to account for this equipment.

13 Mar 12

Subj: FINANCE AND ACCOUNTING STANDARDIZATION GUIDE (FASG)
002/11 UNIT AND FAMILY READINESS FUNDS (U&FRF)

(6) MWR support of unit recreational, social and family readiness activities; and

(7) Unit parties and picnics.

b. Funding Methods.

(1) U&FRF Debit Cards. U&FRF may be accessed via debit cards provided from a local MCCS bank account. The procedure to utilize debit cards is as follows:

(a) Installation MCCS AO will negotiate with a local financial institution to provide debit cards from a separate MCCS account designated for U&FRF funds.

(b) The unit commander must submit a written request to installation MCCS AO to issue a debit card for their unit's account. The installation MCCS AO will issue cards as requested by the unit commander.

(c) The installation MCCS AO will transfer quarterly U&FRF allocations into the account designated for U&FRF debit cards as requested by the unit commander.

(d) The unit commander has fiduciary responsibility for U&FRF and will retain and be responsible for all U&FRF debit cards.

(e) The unit commander may delegate the use of the debit card to a FRO, other unit designee, or a deployed designee.

(f) The unit commander or designee will track spending to ensure quarterly spending is less than or equal to available quarterly balance.

(g) The installation MCCS AO will provide the commander a report at the beginning of each quarter showing U&FRF allocation and carry-forward balance.

(h) The installation MCCS AO will assist the commander in accounting for U&FRF, and capture sufficient data to provide MR about U&FRF spending.

(i) The unit commander will maintain responsibility for reconciliation of U&FRF at the end of each quarter.

13 Mar 12

Subj: FINANCE AND ACCOUNTING STANDARDIZATION GUIDE (FASG)
002/11 UNIT AND FAMILY READINESS FUNDS (U&FRF)

(j) The unit commander is subject to MCNAFAS audit and will ensure proper documentation of U&FRF transactions is retained in unit files for audit purposes.

(2) Advance and Reconciliation. The standard procedure for most U&FRF expenditures is as follows:

(a) The FRO will request an advance from the installation MCCS AO using enclosure (2).

(b) The installation MCCS AO will process a disbursement as requested. Disbursements may be made by electronic funds transfer (EFT), check, or petty cash.

(c) The FRO will make expenditures from funds advanced.

(d) The FRO will reconcile expenditures with the Unit and Family Readiness Funds Administrator (UFRFA) in the installation MCCS AO with receipts to document the expenditure and return of unused funds. Reconciliation must be made within 5 working days of expenditure.

(3) Reimbursement. As an alternative, the FRO may present receipts and enclosure (2) to be reimbursed after the fact for authorized expenditures. Reimbursements should be submitted within 10 working days of expenditure.

(a) U&FRF reimbursements totaling \$500 or less may be paid with petty cash in accordance with reference (d).

(b) U&FRF reimbursements totaling more than \$500 will be paid by check or EFT.

(4) Internal Transfer. The FRO may negotiate a party contract with an MCCS activity on the installation and request the installation MCCS AO to cover the expense with an internal accounting entry. The FRO will forward the completed party contract to the installation MCCS accounting office along with the request for transfer via email.

(5) Volunteers. Family Readiness volunteer reimbursements, including reimbursement for child care, mileage, phone charges, tolls, and parking will be authorized for volunteers who have been preapproved by the FRO. The FRO will:

Subj: FINANCE AND ACCOUNTING STANDARDIZATION GUIDE (FASG)
002/11 UNIT AND FAMILY READINESS FUNDS (U&FRF)

(a) Prepare enclosure (2) for the volunteer and submit to the installation MCCS AO within 5 working days of receipt.

(b) The installation MCCS AO will execute an EFT or other disbursement within 5 working days to reimburse the volunteer.

(6) Other Local Methods. U&FRF can be utilized via other locally developed methods agreed upon between the installation MCCS AO and the unit commander.

c. Authorized Vendors. Procurement of goods and services may be made from installation activities or the private sector. Since the source of the NAF U&FRF is from MCCS patrons, FROs are encouraged to procure goods and services from installation activities, when possible. In accordance with reference (b), any goods and services procured from MCCS direct operations using U&FRF funds will receive a 10% discount from the activity coded to the activity's cost center. These discounts need to be tracked in the NAF Financial Management System (FMS) and will be coded as follows:

	Cost Center	GLAC	Subaccount	Department
Debit	XXXX-XX	6741	000	FRS

6. Limitations and Prohibitions of U&FRF.

a. Child Care. U&FRF may be used for child care for volunteer reimbursement and to support child care for Unit, Personal and Family Readiness Program events.

b. Contracting. The FRO has no MCCS contracting authority. Normal MCCS NAF procurement policies must be followed when purchasing direct and overhead expense items that could result in contracting for ongoing service agreements. The unit must work through the NAF contracting process to procure items from non-governmental entities for services such as clowns, face painting, etc.

c. Prohibited NAF U&FRF expenditures:

- (1) FRO pay and compensation;
- (2) Conducting activities other than those of MWR activities;

13 Mar 12

Subj: FINANCE AND ACCOUNTING STANDARDIZATION GUIDE (FASG)
002/11 UNIT AND FAMILY READINESS FUNDS (U&FRF)

(3) Purchase of military proficiency prizes and awards for performance of regularly assigned duties;

(4) Payment of meal charges for government personnel on APF per diem or enlisted members in APF dining facilities;

(5) Donations to any relief, charitable or commercial organization or individual;

(6) Purchase of food supplies or equipment for APF dining facilities except for holiday and special occasions when all members of the command may purchase food;

(7) Support of projects involving improvement, rehabilitation, or construction of religious facilities;

(8) Purchase, printing or engraving of holiday or personal greeting cards;

(9) Construction, alteration, renovation, or furnishing of any facility not used primarily as part of the MCCA MWR activities;

(10) Support of functions held to primarily accomplish public affairs objectives;

(11) Purchase of incentive awards not related to operating MCCA MWR activities;

(12) Protocol or command representation events where Official Representation Funds (ORF) are authorized, or commander's personal entertainment obligations, or retirement receptions;

(13) Social affairs in honor of a particular individual or for the purchase of anything for a specific individual (e.g., going away parties);

(14) Lease of grounds, facilities, or re-locatable buildings without prior approval from HQMC;

(15) Services or articles related to MWR activities obtainable through expenditures of APF unless such articles or services are not obtainable in sufficient quantity or quality to meet the needs of the unit;

13 Mar 12

Subj: FINANCE AND ACCOUNTING STANDARDIZATION GUIDE (FASG)
002/11 UNIT AND FAMILY READINESS FUNDS (U&FRF)

(16) Grants or loans to other NAFIs except as specifically authorized by HQMC;

(17) Purchase of capital equipment or fixed assets with a cost of \$2,500 or more and a useful life of more than 2 years and;

(18) Purchase of command award/memento coins.

7. Unit Supplementation of Family Readiness Volunteer Reimbursements. Reimbursements for child care, mileage, phone charges, tolls, parking, and other pre-approved miscellaneous expenses may also be provided from command APF (O&M funds), in accordance with applicable APF regulations. The Defense Travel System (DTS) or Wide Area Work Flow (WAWF) will be used in those cases where the command elects to use its command APF (O&M funds) for family readiness volunteer reimbursements. The FRO will work with the unit comptroller to establish eligible users and non-MCCS lines of accounting in DTS for volunteer reimbursements funded by the unit commander. The FRO will work with the unit comptroller to establish WAWF access. The installation MCCS AO should be available to coordinate as needed.

8. Procedures and Responsibilities. The following procedures and responsibilities are established to ensure that U&FRF are utilized for their intended purpose and in accordance with references (a) through (c).

a. Unit Commanders will act as the sole authority for the spending of U&FRF and maintain financial oversight in accordance with references (a) through (c) and enclosure (1). Unit commanders will work directly with the installation MCCS AO to access their U&FRF.

b. FROs are the unit level point of contact and subject matter experts for U&FRF. FROs will utilize U&FRF with the concurrence of the unit commander to support the unit MWR and Family Readiness needs in accordance with references (a) through (c) and enclosure (1). FROs will:

(1) Ensure that U&FRF are expended with prudence so as to benefit the greatest number of personnel and that all expenditures are properly authorized, planned, and executed.

13 Mar 12

Subj: FINANCE AND ACCOUNTING STANDARDIZATION GUIDE (FASG)
002/11 UNIT AND FAMILY READINESS FUNDS (U&FRF)

(2) Process requests for volunteer reimbursements within 5 working days. The FRO will validate and forward the reimbursement request to the installation MCCS AO.

c. MCCS Chief Financial Officer (CFO) is the financial administrator and will ensure the proper allocation and accounting of U&FRF. The CFO or his/her designee will:

(1) Review the reconciliations of U&FRF NAF subsidiary ledger to the general ledger on a monthly, quarterly, and annual basis.

(2) Ensure that U&FRF are properly allocated on a quarterly basis and appropriately accounted for.

(3) Ensure that Advances and Reimbursements are processed within 5 working days of receipt from the FRO.

(4) Ensure that data is captured in the accounting system regarding the type of expenditure made with U&FRF. The purpose indicated on enclosure (2) will be coded to departments within the accounting distribution as indicated on enclosure (2).

d. Unit & Family Readiness Fund Administrator (U&FRFA). The U&FRFA will be designated by the installation MCCS CFO and will be the primary point of contact for unit commanders to access their U&FRF. The U&FRFA will maintain records on unit allocations and expenditures.

(1) Obtain quarterly manning data from MCTFS to process and maintain unit allocations. Data should be obtained on the first working day of each quarter of the NAF fiscal year (February, May, August, and November).

(2) The U&FRFA will process disbursements that are properly authorized by the unit commander or their designee. Approved requests will be processed by within 5 working days of receipt.

(3) The U&FRFA will work with the FROs and volunteers to establish payees as vendors in the NAF FMS when EFT payments are desired. The proper form is maintained on the MCCS Intranet.

(4) The U&FRFA will properly account for U&FRF transactions and will maintain accurate records on unit allocations and expenditures, and fundraising proceeds.

13 Mar 12

Subj: FINANCE AND ACCOUNTING STANDARDIZATION GUIDE (FASG)
002/11 UNIT AND FAMILY READINESS FUNDS (U&FRF)

9. Fundraising. Individual Marine units on DoD installations may hold fundraising events to augment their own unit funds subject to local regulations. They must first receive permission from the local MCCS Director and comply with the requirements of reference (b). Units may not conduct raffles as fundraising activities. All money raised should be turned into and controlled by the installation MCCS AO for the benefit of the unit. The installation MCCS CFO will establish the appropriate method for holding these funds, to allow the intended unit to benefit. Funds that are raised through an authorized fundraising event do not expire at the end of the fiscal year but are subject to the same authorizations and restrictions as U&FRF. The entry to deposit fundraising funds into the designated U&FRF account is:

	Cost Center	GLAC	Subaccount	Department
Debit	XXXX	111X	000	000
Credit	6065	2108	000	000

10. Donations. Contact the installation MCCS Director and ensure compliance with reference (b).

11. Commercial Sponsorship. Commercial sponsorship is the act of providing assistance, funding, goods, equipment (including fixed assets), or services to MCCS MWR program(s) event(s) by an individual, agency, association, company or corporation, or other entity (sponsor) for a specific (limited) period of time in return for public recognition or advertising promotions. Commercial sponsorship revenues and goods are considered to be NAF. Sponsorship shall not be solicited, or accepted outside of MCCS MWR activities. All commercial sponsorship solicitations must be done via the MCCS Commercial Sponsorship Coordinator in accordance with reference (b).

12. MCCS Coding in the NAF FMS.

a. U&FRF. U&FRF expenses recorded in the NAF FMS will be coded to:

	Cost Center	GLAC	Subaccount	Department
U&FRF	6065	6730	000	Various

b. The MCCS CFO and UFRFA will maintain offline records of allocations and expenditures by individual units.

13. This guidance is effective immediately and is applicable to installation MCCS Directors and CFOs.

Subj: FINANCE AND ACCOUNTING STANDARDIZATION GUIDE (FASG)
002/11 UNIT AND FAMILY READINESS FUNDS (U&FRF)

14. This FASG supersedes FASG 003/09 dated 6 Mar 2009.

15. If you have any questions on this matter, our points of contact are Beckey Briggs (703) 432-0262 or DSN 378-0262 and Nancy Moorman (703) 784-3852 or DSN 278-3852.



WILLIAM C. DILLON
By direction

Distribution:
MCCS Directors
MCCS Finance Officers
MCNAFAS

**EXPENDITURE REQUEST/REIMBURSEMENT
FOR UNIT & FAMILY READINESS FUNDS**
(Claimant fill out section 1 through 7 only)

1. Unit

2. Date 13 Mar 12

3. Claimant or Payee	a. Name (Last, first, middle initial) & Title (FRO, volunteer, vendor)	c. Phone Number	4. Payment Method
	b. Mailing Address		<input type="checkbox"/> Check <input type="checkbox"/> Direct Deposit <input type="checkbox"/> Petty Cash <input type="checkbox"/> Req & Issue <input type="checkbox"/> Advance <input type="checkbox"/> Credit Card <input type="checkbox"/> UFM <input type="checkbox"/> U&F

5. Expenditures

- | | |
|---|--|
| A - Volunteer Awards /Recognition (001) | F - Direct/Overhead Exp - Comm (006) |
| B - Volunteer Reimbursements (002) | G - Direct/Overhead Exp - Travel (007) |
| C - Light Refreshments (003) | H - Direct/Overhead Exp - Other (008) |
| D - Unit Parties/Picnics (004) | I - MWR Support (009) |
| E - UFR Child Care (005) | J - Marine Corps Ball (010) |

Attach original receipts here

Line	Transaction Date DD MM YY	Code	(c) Item Description and Location of Purchase	Amount Requested
1				
2				
3				
4				
5				
6				
7				
8				
9				
Subtotal Carried Forward From Page 2				

(d) Mileage, Fares & Tolls

Line	(e) From (Beginning Location)	(f) To (Ending Location)	(g) Mileage	(h) Mileage Times Mileage Rate (\$)	(i) Fare or Toll (\$)	(j) Total of Mileage (h) + Fare or Toll (i)
10						
11						
12						
13						
Subtotal Carried From Page 2						

6. Amount or Request/Reimbursement (Total of Column)

8. This request / claim approved by FRO/Commander (Designee) Sign and Print

Approving Official: _____ Date: _____
 Signature: _____
 Typed Name: _____

7. I certify that this request / claim is true and correct to the best of my knowledge and payment has been received by me

Claimant Sign Here: _____ Date: _____
 Signature: _____

9. This claim is certified correct and proper for payment (UFRFA/CFO)

Approving Official: _____ Date: _____
 Signature: _____
 Typed Name: _____

10. Cash Payment Receipt
 a. Payee Sign and Print: _____ b. Date: _____
 Signature: _____ c. Amount: _____
 Printed Name: _____

11. Reconciliation of Advance Payments

a. Amount Disbursed \$ _____
 b. Receipts Attached Total \$ _____
 c. Cash Collection \$ _____
 Voucher# _____ Date: _____

Disbursement processed by: _____

12. Voucher Number	13. Cost Center	14. Tracking Number
--------------------	-----------------	---------------------

Letterhead

SSIC
ORIG
DATE

From: Commanding Officer, (Unit Name)
To: Chief Financial Officer, Marine Corps Community Services,
Marine Corps Air Station, Cherry Point

Subj: REQUEST FOR DEBIT CARD

Ref: (a) ASO 1700.27A

1. Per the reference, request a debit card is issued to (Debit Cardholder Name), (Debit Cardholder SSAN), from the bank account designated for Unit and Family Readiness Funds for (Unit Name).

2. I understand that I have a fiduciary responsibility and will maintain and be responsible for all debit cards issued.

3. I further understand that the following are responsibilities associated with the issued debit card:

a. Fiduciary responsibility for debit cards whether used by me or my designee.

b. Budgeting and tracking of U&FRF balances to ensure debit card transactions are less than or equal to available balance.

c. Document retention for four (4) years in addition to the current year for audit purposes.

d. Proper turnover of debit cards to the new incoming unit commander upon my departure.

(Unit Commander Signature)



ASO 1700.27A
13 Mar 12

UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
POSTAL SERVICE CENTER BOX 8003
CHERRY POINT, NORTH CAROLINA 28533-0003

IN REPLY REFER TO:
5000
CO
Date

From: Commanding Officer, Marine Corps Air Station, Cherry Point
To: Director, Commissary, Marine Corps Air Station, Cherry Point

Subj: AUTHORIZATION FOR COMMISSARY PRIVILEGES FAMILY READINESS OFFICER, (NAME & UNIT)

1. This letter authorizes Commissary privileges aboard Marine Corps Air Station, Cherry Point, for Family Readiness Officer, (FRO), (Name & Unit).
2. This authorization is for the purchase of goods to be used at unit functions only. Payment for purchases made by this individual will be made by using a government debit card and at no time will purchases for personal use be authorized.
3. Each FRO will be provided with a letter to assist them with proving their authorized privileges when questioned.
4. This letter does not affect the personal privileges of FROs that are authorized users of the Commissary in their own right.

SIGNATURE BLOCK

Copy to:
Commanding Officer, (Unit)
FRO (Unit)

ENCLOSURE (7)

APPLICATION FOR FUND RAISER

1. NAME:		2. DATE:	
3. RANK:		4. UNIT:	
5. EMAIL:		6. TELEPHONE:	
7. FUNDRAISER EVENT:			
8. INFORMATION: a. What is the objective of the fundraiser? b. How will the funds be raised? What is the format of the fundraiser? c. Who will be participating in the fundraiser? d. Who will be asked to contribute funds? e. What is the physical location of the event? f. What is the date and time of the event?			
9. LEGAL RECOMMENDATION:			
10. MCCS RECOMMENDATION:			

Fill out the application and submit to Marine Corps Community Services via your MCCS Coordinator, at least 30 days prior to the proposed date of the event.

MCCS will review for compliance with applicable policy and will route to legal for review and concurrence.

REQUEST FOR LEGAL REVIEW (RLR) – FUNDRAISING (REQUIRES 5 BUSINESS DAYS TO PROCESS)		
1. NAME (Last, First, MI):	2. DATE:	
3. RANK:	4. BILLET:	5. WORK PHONE:
6. UNIT:	7. WORK EMAIL:	
8. FUNDRAISER EVENT:		
9. INFORMATION: <ul style="list-style-type: none"> a. What is the objective of the fundraiser? b. How will funds be raised? What is the format of the fundraiser? c. Who will be participating in the fundraiser? d. Who will be asked to contribute funds? e. What is the physical location of the event? f. How long will the fundraising event last? g. Where will the funds collected be deposited? 		
10a. Use of MCCS facilities: Have you obtained MCCS approval?	YES []	NO []
10b. Sale of goods or services on-station: Have you obtained MCCS approval?	YES []	NO []
10c. Advertising on-station: Have you coordinated with MCCS?	YES []	NO []
11. DETAILED DESCRIPTION OF YOUR EVENT:		

Submit to the JLC, Civil Law Section, at Bldg 219, via fax at (252)466-3540 (Attn: Civil Law Section) or email at nelson.candelario@usmc.mil

Note: a minimum of 5 business days is required to process your request. You will be contacted directly by the civil law section upon completion of the legal review. **Submission of this form alone does not constitute legal review.**