



DEPARTMENT OF THE NAVY
FLEET AVIATION SPECIALIZED OPERATIONAL
TRAINING GROUP PACIFIC FLEET

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NAS NORTH ISLAND
SAN DIEGO, CALIFORNIA 92135-7068

FASOTRAGRUPACINST 1710.1H

N1

26 MAR 1997

FASOTRAGRUPAC INSTRUCTION 1710.1H

Subj: RECREATION COMMITTEE

Ref: (a) BUPERSINST 1710.11A

Encl: (1) Operation of Emblematic Sales Outlet
(2) Petty Cash Fund Weekly Report form
(3) Accounting Ledger
(4) Merchandise Inventory

1. Purpose. To provide guidance for group recreation activities for all personnel assigned to FASOTRAGRUPAC, to provide guidance for emblematic sales, fund raisers and to administer the command recreation fund.

2. Cancellation. FASOTRAGRUPACINST 1710.1G.

3. Organization.

a. Executive Officer. The Executive Officer is designated as the Recreation Fund Custodian and must approve all expenditures from the fund. He/she is an advisor to the recreation committee and will attend a committee meeting at least quarterly.

b. Command Master Chief. The Command Master Chief is an advisor to the recreation committee and will attend all meetings as a non-voting member.

c. Committee Chairperson. The chairperson, who is a voting member, will preside over and call all meetings. Annually, in October, the recreation committee will nominate a chairperson and submit their recommendation to the Commanding Officer via the Executive Officer for approval. The Chairperson will attend the command long range planning meeting to provide recreational inputs.

d. Committee Vice Chairperson. The Vice-Chairperson, who is a voting member, will act as the Chairperson in his/her absence. Annually, in October, the recreation committee will nominate a Vice-chairperson and submit their recommendation to the Commanding Officer via the Executive Officer for approval.

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e. Secretary. The Secretary, who is a voting member, will maintain minutes of all meetings. The Secretary will be elected by the recreation committee in October of each year.

f. Ombudsman. The Ombudsman may advise and participate with all aspects of the recreation committee. He/she is a non-voting member.

g. Committee Members. Members of the recreation committee should be volunteers. Each of the members listed below will be a voting member. Members should attend each meeting. Membership will be as follows:

Code	Representatives
N1	2
N2	2
N3	1
N4	1
N6	2
N9	1
Emblematic Sales	
Outlets	1 each
Command approved	
Messes (CPO, OFFICER ETC	1 each
Civilians	1

4. Program. The FASOTRAGRUPAC recreation program will be operated per reference (a). The program is designed to assist in attaining and sustaining a high level of morale among command members and their families.

a. Committee meetings will be held on the third Thursday of every month at 0800. Minutes of the meeting will be forwarded to the Commanding Officer via the Executive Officer within one week of the meeting.

b. All expenditures of funds will be voted on by the committee with recommendations forwarded to the Executive Officer for approval.

c. All proposed fund raisers must be per enclosure (3) of reference (a). Recommendations from the committee will be forwarded to the Executive Officer for approval. Monies from all fund raisers including emblematic sales will be deposited into the general fund and logged in enclosure (3).

d. All proposed Command functions will be forwarded to the Executive Officer for approval.

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5. Emblematic Sales.

a. Only the recreation committee is authorized to sell FASO/SERE emblematic materials. However, due to the nature of our command and the locations of buildings, a central sales site is not feasible. Therefore these materials may be sold from remote outlets in each building using the following guidelines:

(1) All profits will go to the command recreation fund.

(2) Each outlet is authorized a petty cash fund that be maintained as outlined in enclosure (1).

(3) Each outlet will have a custodian who will be nominated by the recreation committee and approved by the Executive Officer.

(4) All merchandise must be ordered and approved via recreation committee (no outlet is authorized to deal with a vendor on its own).

(5) All monies will be locked in a safe at the close of business for the day. A daily transaction sheet (enclosure (2)) will be completed each day merchandise is sold. These transaction sheets will be presented to the recreation committee Chairman at each recreation committee meeting.

(6) Audits will be conducted at the frequency described later in this instruction.

6. Accounting of Funds

a. All money disbursements require approval signatures of at least two of the following: Chairperson, Vice-Chairperson, or Executive Officer.

b. The recreation committee is authorized to maintain a checking account to handle funds. This account will be non-interest bearing and will be balanced each month using the account statement and check register.

c. The accounting ledger (enclosure (3)) will be used to track all recreation fund transactions. All debits and credits, including check numbers, receipt numbers and invoice numbers will be recorded. The ledger will be balanced monthly using the ledger, bank statement and petty cash. A financial statement will be forwarded to the Commanding Officer via the Executive Officer quarterly or upon request.

d. The recreation fund, including each remote outlet, will be audited quarterly, at turnover of recreation committee Chairperson or as directed by the Commanding Officer by Audit

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board members. Results of the audit will be forwarded to the Commanding Officer via the Executive Officer.

7. Audit Board. The Audit Board will consist of the Administrative Officer, Legal Officer and one representative of Code N4. Two members must be present to conduct an audit.

8. Private Associations. All associations such as Officer and CPO's must be approved by the Commanding Officer.



M. T. SERHAN

Distribution:

FASOTRAGRUPACINST 5216.2V

Lists A and B

OMBUDSMAN

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Operation of Emblematic Sales Outlet

1. Authorized Outlets. Only outlets recommended by the recreation committee and approved by the Commanding Officer authorized.

2. Responsibilities.

a. Department Heads. Upon approval of the Commanding Officer, the respective department head will appoint an outlet custodian. A letter of appointment will be forwarded to the Executive Officer for signature. The appointment letter will be returned to the custodian with a copy to the Chairperson.

b. Outlet Custodian. The outlet custodian is responsible for the proper operation of the outlet. He/she will make all sales, maintain all records as outlined in this instruction, be responsible for the petty cash fund and will be a voting member of the recreation committee. The recreation committee chairman will issue \$50.00 to the Custodian for the outlets petty cash fund.

3. Operation

a. Emblematic sales outlets may only be opened for sales by the outlet custodian, the Recreation Committee Chairman or Vice Chairman.

b. Enclosure (2) and (4) will be used to record all sales and the transfer of money to the recreation fund.

c. Enclosure (2) , Petty Cash Fund report, will be completed and forwarded to the recreation committee chairperson at each committee meeting or when sales have been made on three days or if cash in the petty cash fund exceeds \$200.00 which ever occurs first.

d. Enclosure (4) Merchandise inventory will be completed prior to each recreation committee meeting and briefed to the entire committee at the meeting. (This may be waived by the recreation Committee Chairperson if the committee meets more than once in any one month but shall be done at least monthly).

e. Instructions for Petty Cash Fund Report.

(1 General information.

(a) Prepared by BLOCK. Enter name of custodian.

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(b) Week of BLOCK. Enter day that corresponds to first day sales information on sheet.

(c) BLOCK (A). Enter actual cash on hand in petty cash fund. (Should be \$50.00)

(d) DAY 1, 2 and 3 sections. Track each item sold while the outlet is open. After closing the outlet enter the quantity sold for each type item and the unit price (the charge for one item). Multiply Quantity times unit price and enter product under total. Add all sales for the day and enter the Sum in Block (B), (C) or (D) as appropriate. Examples: On the first day the outlet is open 2 hats are sold for \$7.00 each, and five coffee cups are sold for \$8.00 each.

1. Under Day 1 enter 2 under quantity on the hat line and 7.00 under unit cost multiply it out and enter 14.00 under total block (a).

2. Write in Cups on a blank line, enter 5 for quantity and 8.00 under unit price. Multiply out and enter 40.00 under total Block (c).

3. Total up the sales in blocks (a) through (e), in this example 54.00, and enter in blocks (a+b+c+d+e) and block (B)

NOTE: Zeros should be entered in all spaces without an entry

(e) Completing BLOCKS (E) through (H). These blocks balance the Petty cash fund and should be completed whenever the conditions in 3.c. above are met.

1. BLOCK (E). Add blocks (B) (C) and (D) and enter the total.

2. BLOCK (F). Add the opening balance of the petty cash fund and money collected from merchandise sold and enter in block (F).

3. BLOCK (G). Count the money in the petty cash fund and enter in block (G).

4. BLOCK (H). The amount of money on hand in the petty cash fund (Block (G)) should equal the sum of money collected from selling merchandise and opening balance

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(Block (F)). If it does not, enter the difference in block (H), investigate to find the cause and enter an explanation on the reverse side of the report.

(f) BLOCK (I). The amount returned to the Command Recreation fund is the difference between cash on hand and the amount of money authorized to be maintained in the Petty cash fund, normally \$50.00. On the "Amount returned to the Rec Fund" line enter the amount from line (G), subtract \$50.00 and enter the difference in Block (I).

(g) Closing out the Weekly report. Monies in block (I) will be returned to the recreation fund via the Committee Chairman within three working days or at the next committee meeting, which ever occurs first. The outlet custodian will sign the report. The committee chairman will count the money and review the report. When satisfied the chairman will sign the report and deposit the receipts in the recreation fund entering it in accounting ledger enclosure (3). A copy of the report will be made and given to the outlet custodian with the chairman retaining the original. The reports will be kept until the corresponding fund is audited and may then be destroyed.

f. Merchandise Inventory

1 The merchandise inventory will be maintained using enclosure 4) as follows:

(a) Enter type and style of merchandise to be sold in DESCRIPTION/STYLE box. i.e. Hefty T-Shirts with FASO Emblem. Attempt to keep the same two items on the same sheet for audit purposes.

(b) Enter the date starting the inventory sheet in the Date column (Note each sheet is set up for two months). In the balance column, on the brought forward from last month line, enter either the number listed as number inventoried from the last month or the number actually inventoried if it is a new item.

(c) At the completion of sales on any given day enter the date in DATE box. Enter any comments in description box ie. sold from inventory. Enter the number sold in the SOLD column subtract this from the previous balance and enter the result in the BALANCE column as the new Balance.

(d) Prior to the monthly recreation committee meeting inventory of all emblematic sales material. To conduct this, complete a physical inventory and enter the results in the

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balance column on the number inventoried line (b). Enter the last recorded balance in the balance column on the Monthly Final Balance Line (a). Enter the difference between the number inventoried line (b) and the Monthly Final Balance Line (a) on the difference line in the balance column. Explain any difference on the back of the sheet.

Enclosure 1

Petty Cash Fund Weekly Report **26 MAR 1997**

Prepared by _____ for the Week of _____ 19__

Opening Balance----- \$ _____ (A)

Items Sold

Day 1

	Quantity	Unit Price	Total
Hats	X	\$ _____	= \$ _____ (a)
Shirts	X	\$ _____	= \$ _____ (b)
	X	\$ _____	= \$ _____ (c)
	X	\$ _____	= \$ _____ (d)
	X	\$ _____	= \$ _____ (e)
Daily total			----- \$ _____ (B) (a+b+c+d+e)

Day 2

	Quantity	Unit Price	Total
Hats	X	\$ _____	= \$ _____ (a)
Shirts	X	\$ _____	= \$ _____ (b)
	X	\$ _____	= \$ _____ (c)
	X	\$ _____	= \$ _____ (d)
	X	\$ _____	= \$ _____ (e)
Daily total			----- \$ _____ (C) (a+b+c+d+e)

Day 3

	Quantity	Unit Price	Total
Hats	X	\$ _____	= \$ _____ (a)
Shirts	X	\$ _____	= \$ _____ (b)
	X	\$ _____	= \$ _____ (c)
	X	\$ _____	= \$ _____ (d)
	X	\$ _____	= \$ _____ (e)
Daily total			----- \$ _____ (D) (a+b+c+d+e)

Total Merchandise sold----- \$ _____ (E)
(B+C+D)

Total E+A----- \$ _____ (F)

Cash on Hand----- \$ _____ (G)

Amount Over Under ----- \$ _____
(If this amount is not zero explain on the reverse side) (F-G)

Amount returned to Rec Fund \$ _____ - \$50.00 = \$ _____ (H)
(G) (I)

(Emblematic Sales Rep)

(Recreation committee Chairman)

