

UNITED STATES COAST GUARD AUXILIARY
FINANCIAL REPORT OF AN AUXILIARY UNIT

REPORTING UNIT (NAME & NUMBER)

TYPE OF REPORT - CHECK ONE

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REGULAR RELIEF CORRECTED

DISTRICT DIV FLOTILLA

Do not enter real estate, equipment, inventory, or other property on this page. See reverse side.

1. **BEGINNING BALANCE** 1/1/ _____

a. Checking account \$ _____
b. Savings, CDs \$ _____
c. Trust Funds \$ _____
d. Other cash items \$ _____

2. **Total Beginning Cash Items** \$ _____

3. **CASH RECEIPTS**

a. Dues \$ _____
b. PE course fees \$ _____
c. Cash contributions \$ _____
d. Uniform, flags, insignia \$ _____
e. Conferences, mtgs \$ _____
f. Other cash items, specify
_____ \$ _____

4. **Total Cash Receipts** \$ _____

5. **Total Cash Items & Receipts** \$ _____

6. **CASH DISBURSEMENTS**

a. Dues (Dist/Div) \$ _____
b. PE expenses \$ _____
c. Uniforms, flags, insignia \$ _____
d. Conferences, mtgs \$ _____
e. Material & equipment \$ _____
f. Building repair/maint \$ _____
g. Utilities \$ _____
h. Trophies, awards \$ _____
i. General disb. (specify)
_____ \$ _____

7. **Total Cash Disbursements** \$ _____

8. **ENDING BALANCE** 12/31/ _____

a. Checking account \$ _____
b. Savings, CDs \$ _____
c. Trust Funds \$ _____
d. Other cash items \$ _____

9. **Total Cash Items at Year End** \$ _____

I, the undersigned certify the above to be true and correct to the best of my knowledge and belief, and I accept responsibility for the same

FN _____
PREPARER

FC/DCP/DCO _____
APPROVAL

FN _____
RELIEVING OFFICER

DCO/DCP/FC _____
RELIEVING OFFICER

_____ AUDIT COMM IF REQUIRED

_____ DIRECTOR

UNIT INVENTORY RECORD

A. List date and description of real estate, equipment, inventory, Stocks and bonds, and other property purchased by the unit.

Description:	Date
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

Attach additional sheet if necessary.

B. List date and description of Real estate, equipment, inventory, Stocks and bonds, and other property donated or contributed to the unit.

Description:	Date
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

Attach additional sheet if necessary.

C. List name of lender and description of equipment and other property on loan to you from the Coast Guard or other Government entities.

Description:	Date
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

Attach additional sheets if necessary

I certify that the above listed property has been verified by me and is true and correct to the best of my knowledge. I, the relieving Officer accept responsibility for the Unit inventory as stated above.

FC/DCP/DCO _____ DATE _____ FC/DCP/DCO _____ DATE _____
RELIEVING OFFICER

MA _____ DATE _____ MA _____ DATE _____
RELIEVING OFFICER

Audit Comm _____ DATE _____ DIRAUX _____ DATE _____
IF REQUIRED

**FINANCIAL REPORT OF AN AUXILIARY UNIT
AND
UNIT INVENTORY RECORD**

- A. **PURPOSE.** The purpose of the Financial Report is to provide an annual accounting of all funds received, disbursed, and retained by each unit and should be completed in conjunction with the annual audit of the unit financial records. The report is also used to transfer responsibility and accountability of unit funds upon change of Financial Officer and/or Unit Leader.
- B. **INSTRUCTIONS.** Complete unit identification and the type of report.
1. **BEGINNING BALANCE.** Insert beginning year date for period of report being completed.
- 1a Checking account - Total in all checking accounts at start of year.
 - 1b Savings, CDs - Total all money in all saving accounts, certificates of deposit, money markets and other similar account at the beginning of year.
 - 1c Trust Funds - Total money in all Trust Funds at beginning of year.
 - 1d Other cash items - Total of all other cash items at start of year, i.e. petty cash, cash on hand and un-deposited checks.
2. **Total Beginning Cash Items.** Total of all items 1a thru 1d.
3. **CASH RECEIPTS**
- 3a Dues - Total of dues and assessments received during the year.
 - 3b PE Course Fees - Total amount of Public Education course fees, custodial reimbursements, charges for books and materials, and other moneys collected from Public Education course students during the year.
 - 3c Cash Contributions - Total of monetary contributions received during the year.
 - 3d Uniforms, flags, insignia - Total of moneys received during the year for uniforms, flags, insignia and other Auxiliary paraphernalia.
 - 3e Conferences, mtgs - Total amount of money received during the year for conferences, registration fees, change of watch, rendezvous and other Auxiliary functions.
 - 3f Other cash items - All of the moneys received during the year not listed in 3a thru 3e. Specify type of items. Attach separate list if necessary.
4. Total Cash Receipts - Total of items 3a thru 3f.
5. Total Cash Items and Receipts - Total of items 2 and 4.
6. **CASH DISBURSEMENTS**
- 6a Dues (Dist/Div) - Total of all dues moneys paid during the year to other Auxiliary units.
 - 6b PE Expenses - All moneys spent during the year for Public Education related expenses, including course books and materials, custodial fees, meeting room rentals, training aids, equipment, coffee, etc.
 - 6c Uniforms, flags, insignias - All moneys spent during the year for uniforms, flags, insignia and other Auxiliary paraphernalia.
 - 6d Conferences, mtgs. - All money spent during year for conferences, meetings, change of watch, rendezvous and other Auxiliary functions.
 - 6e Material & Equipment - All moneys spent during the year for material and equipment for any Auxiliary program, except Public Education.

- 6f Building repair/maint. - All money spent during the year for repair, maintenance or insurance for any building used for meetings, training or classrooms.
- 6g Utilities - All moneys spent during the year for telephone, heat, light, power and other utilities incurred by the unit.
- 6h Trophies, awards - All monies spent during the year for trophies, awards and other items of recognition.
- 6i General disb. - Other general disbursements. Specify item and total amount expended during year.
7. **Total Cash Disbursements** - Total of 6a thru 6i.
8. **ENDING BALANCE** - Insert year end date.
- 8a Checking Account - Total remaining at year-end in all checking accounts.
- 8b Savings, CDs - Total money at year-end in all savings, money markets, certificates of deposit and other similar accounts.
- 8c Trust Funds - Total money at year-end in Trust Funds.
- 8d Other cash items - Total of all other cash items at year-end, i.e. petty cash, cash on hand, undeposited checks and similar items.
9. **TOTAL CASH ITEMS AT YEAR END** - Total of 8a thru 8d. This should equal item 5 less item 7

SIGNATURE LINES. The financial report is to be signed by the preparer, who is normally the Unit Finance Officer, and by the Unit Leader as the approving authority. In the event that either the Finance Officer and/or Unit Leader is being relieved, the report is also to be signed by the appropriate relieving officers. If approved, it is to be signed by the Director and if required by unit or District policy, the report is also to be signed by the Audit Committee.

UNIT INVENTORY RECORD

C. **PURPOSE.** The purpose of the Unit Inventory Record is to provide an annual accounting of all property and equipment that is owned by or in the custody of each unit and should be completed in conjunction with an annual physical inventory. The record is also used to transfer responsibility and accountability of the unit's property upon change of Material Officer and/or Unit Leader

D. **INSTRUCTIONS.**

A 1 thru A10 list a description of all real estate, equipment, inventory, stocks and bonds, and other property **purchased** by the unit with the date of purchase. (Attach additional sheets if necessary).

B1 thru B10 list a description of all real estate, equipment, inventory, stock and bonds and other property **donated or contributed** to the unit and the date of donation or contribution. (Attach additional sheets if necessary).

C1 thru C10 list a description of all equipment, and other property **loaned** to the unit by the Coast Guard or any other government entities, together with the name of the lender. (Attach additional sheets if necessary).

SIGNATURE LINES. The unit inventory record is to be signed by the officer responsible for maintaining the inventory of unit property, normally the Materials Officer and it is also to be signed by the Unit leader as the approving authority. The unit inventory record also is to be signed by the appropriate relieving officer, if applicable. The report is to be signed by the Director upon satisfactory review of the form and Audit or Inventory Committee, if one is required by local policy.