

The Eglin Yacht Club (EYC) Club Manager or appointed Finance Manager (FM) is responsible for all cost accounting of EYC funds. This includes each of the following tasks which are described in detail below. The EYC Commodore or current FM must submit an authorization (see sample 1 attached) to FSS to remove or add individuals to the cash handling list.

The Family Night and Membership Night are held the first Friday and third Friday of the month, respectively. The Entertainment Chairman establishes a schedule of who is responsible for purchasing and serving the meals. Bartenders must be DRAM certified. More information on DRAM training is located on the EYC website.

ADVANCE FOR DINNERS

Historically, the EYC would request funds, picked up at the cashier's cage, prior to the events. The approved amount for pick-up was \$300 for Family Night and \$500 for Membership Night. Currently, we do not pick up a cash advance for dinners. The following are the steps to complete an Advance if needs arise in the future.

1. Email FSS Flight Chief for approval for a \$300 or \$500 cash advance for the event. Print authorization email and include with a cash advance form
2. Fill out form "AF Form, 1401, (sample 2) Jan 97, AF Petty Cash/Refund Voucher" as follows:
 - a. Activity/Cost Center: Eglin Yacht Club 2106
 - b. Date: Today's date
 - c. Name: Use your name
 - d. Organization: Eglin AFB 96FSS
 - e. Phone: Your phone number
 - f. Explanation of Expenditure/Refund: Membership Dinner on first line. GLAC and Cost Center: 2106 13000010. (Identifies which cost code to charge the advance)
 - g. Received by: Your signature
3. Take authorization email and AF Form 1401 to FSS Accounting office (NAFAO) and get it initialed by an authorized FSS employee
4. Take signed AF Form 1401 to cashier's cage at the White Sands Inn between 8:00-9:30am. They will process and sign the form and issue an advance. All cash should be transported in a locked bank bag supplied by FSS

TO MAKE A DEPOSIT

After Membership Night, pick up funds from all events, dive shack, bar, and dinner incomes from the safe.

EYC Deposit Prep Instructions

-) Open safe and pull-out Ziplocs. Friends Ziploc remains in safe.

FINANCE MANAGER INSTRUCTIONS

-) There should be multiple Ziplocs with money from dinners, bar sales, new members, etc.
-) To get money from Dive Shack:
 - o Grab Dive Shack key from basket
 - o Code to Dive Shack lock is [REDACTED]
 - o Cash box is located behind counter on top shelf
 - o Cash box combo is [REDACTED]
 - o Top of inside of box states on a sticker lists the amount of cash which should remain in cash box.
 - o There should be paperwork with money in cash box.
 - o The dollars in the paperwork don't usually match and sometimes I will have to make change with the Friends funds
 - o Lock up Shack

MONTHLY REPORT INSTRUCTIONS

Complete the monthly report for the FSS NAFAO office (FSS non-appropriated funds accounting office) – Sample 3

-) Membership Dues
 - o Unearned Income Columns
 - Fill in Date and Name
 - Period would be the month the following month which the check was received through September (i.e., the check was received in January, the Period would be Feb-Sep
 - Determine portion of the check to be applied to Unearned Income: Fiscal year for the Yacht Club starts October 1 and each month the membership fee is \$8. Therefore $12\text{months} * \$8.00 = \96.00 . New members pay a \$20.00 initiation fee, and their total should be \$116.00.
 - For the Unearned Income amount, multiple the number of months in the Unearned Income Period by \$8.00. In the example above, Feb-Sep is 8 months multiplied by \$8.00/mo = \$64.00 applied to unearned income
 - Fill in Method of Payment
 - o Current Dues Columns
 - works the same way as Unearned Income except the Period would be October through the month the check was received. (i.e., check was received in January, therefore, current dues would be for Oct-Jan and the amount would be 4 months multiplied by \$8.00 = \$32.00)
 - o Initiation Fee
 - Fill in \$20 and method of payment, if applicable for new members
 - o Make sure the Grand Total matches the amount on each check
-) Fill in information for Dinner Income, Burgee Sales, Bar Income, Yacht Facility Rents and Dive Equipment Rental

FINANCE MANAGER INSTRUCTIONS

-) Confirm with Facility Rental Chair, currently Fred Westfall, amounts expected for rentals have been received
-) **Note totals and deposit amounts populate on their own on the monthly report**
-) The NAF Consolidated Cost Center Report (sheet2) self populates except the date needs to be entered
-) The Cashier Deposit Receipt (sheet 3) is used to count cash/checks. Enter information into the yellow sections. The report generates itself.
-) If all goes well, the net deposit on the cashier deposit receipt and the deposit amount on the monthly report match.
-) Cashier Deposit Receipt (triplicate paper form) needs to be filled out and placed in a blue deposit bag along with the cash and checks

CASHIER'S CAGE INSTRUCTIONS

-) Blue bag then gets deposited at the Cashier Office
 - o Office Hours: 8:00-9:30am only
 - o Main floor of the White Sands Inn. Address: 404 7th St., Eglin AFB
 - o Enter front door, turn left down hallway and the office is on the right
 - o You will have to knock so they can let you in. They only allow one customer at a time into the office
 - o Sign in on the "sign in sheet"
 - o They will verify deposit amount and give you the pink copy of the triplicate form
 - o Sign out on the "sign in sheet"

RECORDS

-) All paperwork (dinner & bar info, a copy of the 3 sheets of the monthly report and the pink receipt are stapled together, placed in a protective sleeve, and put in the EYC binder.
-) Print NAFAO Operating Report and in binder (See Prior to Board Meeting below)
-) Print Monthly Inventory and place in binder (See Inventory below)
-) Email NAFAO the monthly report to the NAFAO contact, current contact is Samana Stanton, samana.stanton.af@us.af.mil
-) Complete a "NAF Disbursement Request" (sample 4) and submit to Samana for monthly janitorial services, currently for Susan Jacobs at \$160.00/month.
 - o Fill in Date
 - o Add Month & Year in blank in "Reason for Payment" box

PRIOR TO BOARD MEETING

-) NAFAO completes the finalizing of the monthly finances around the 12th of the following month
-) However, the Friday before the meeting, email the NAFAO contact for a copy of their "Operating Statement" – Sample 5 (After the 12th of the month, email her again for a final copy of the Operating Statement and verify any changes)

FINANCE MANAGER INSTRUCTIONS

-) Compare their income numbers with EYC monthly report.
-) Verify expenses with NAFAO contact and ask questions regarding unknown expenses
-) Add monthly income and expenses to “FY2025 by Month” – Sample 6
-) Create PDF versions of the monthly report and FY2025 by Month report (some board members do not have Excel)
-) Email all Board members both PDF reports and the NAFAO Operating Statement
-) Attend Board meetings on the 2nd Monday of each month. Answer questions when needed

INVENTORY

-) Complete Monthly Inventory Report – Sample 7
 - o Note on Sample 7, all yellow cells are formulas and self-populate
 - o Open previous month report
 - o Save as current month file
 - o Change month at top of report
 - o Copy “Current Month Ending Inventory” column and paste to “Previous Month Ending Inventory” column
 - o For any new purchases in the month, new rows will need to be added for each item purchase
 - o New purchases are completed by Jerry Jacobs, EYC Manager, and the contact at Ben’s Lake who has the purchase card. Current, Ben’s Lake contact is Brigitte James. They will shop at the Class 6 for alcoholic beverages and commissary for pop and water.
 - o Other potential purchases from the commissary may include paper plates and other such items, however, we do not take inventory of those expenses. They will show up on the reports as a one-time Supply Expense.
 - o EYC Manager will provide a copy of his month-end inventory report
 - o Input his numbers in the “Current Month Ending Inventory” To do this, take his number and split it between the purchase row using the “First In/First Out” principle.
 - o Example: In Sample 7, Jerry’s number for all Cokes (Diet & Reg) was 87 (See Sample 8). There was a new purchase of Cokes during the month adding 48 to inventory (Sample 9). See “Inventory after Purchases” column. The column shows 5 left from the April 2024 purchase, 48 from the Aug 2024 and 48 from the new Dec 2024 purchase. Therefore, to get the 87 in the current month inventory, the 5 Coke from the April 2024 were sold along with 9 Cokes from the Aug 2024 purchase to get a total of 87 for current month inventory. See “Current Month Ending Inventory” column for Cokes
 - o Note that the numbers NAFAO generate for Ending Inventory never matches and Bar Income does not match the Retail Sales column.
 - NAFAO accounting systems does not use actual purchase costs. The cost of the product is inputted once into their system. In other words, if there

is a price change of the product at the Class 6 or commissary, the new cost will not be changed in their system

- Bar Income differences are due to when the deposit to the Cashier's Cage is made. Inventory is completed by Jerry within a few days of either side of the last day of the month. Bar Income is typically picked up and deposited around the 20th of the month. There may have been EYC functions using the bar after the 20th and prior to Jerry's inventory which would not show up on the Monthly Report until the following month, however inventory has been used and shows up on Jerry's report.

YEAR END

-) Add monthly revenue information to "Net Income Analysis" (Sample 10)
-) Print yearend income and expense report ("FY2025 by Month") and place in binder
-) Either store binder at Yacht Club or at home

OTHER INTERESTING ITEMS

-) FSS will conduct an annual audit for all accountable items at the Yacht Club and will contact the EYC Manager to schedule
-) The Fire Marshall conducts an annual inspection scheduled with the EYC Manager
-) NAFAO Utilities Procedure: For the current month, they estimate the utilities based on dollars from the previous year's same month. Once the actual number are known for the month they will add or subtract the difference from the estimated and apply to the following month's estimate (July)
 - Example:
 - Imagine June's estimate from the previous year's June was \$200, \$200 will be on their June Operating Statement which closed around June 12
 - Early July it was determined the actual cost of June's utilities was \$225
 - NAFAO will estimate July's utilities at \$250.00 based on previous year's July
 - Therefore, they will input \$275.00 for the value of July's utilities (\$250.00+\$25)
-) Lowe's Tax-Exempt Account Number for the 96FSS is: 500583642, expires 6/30/2028 (Sample 11). Never have used this but may be needed in the future
-) A copy of EYC assets from FSS is in this folder. This example is from 2024.