

FAQs FOR NEW REC FUND CUSTODIANS

CNIC 2018-2019

The annual grant is NOT AUTOMATIC:

You have to request it using FORMATS.

Go to our web site: www.navymwr.org and click on **Resources**, then on **Finance**, click on **Information and Samples**. (we're here now)

Once on the Samples page, go to "Favorites". "Add" to Favorites, Change wording to "MWR SAMPLES", and "Save" this page in your computer for fast reference. After you "Enter", you are back in Information & Samples.

Print off: Samples #18 & #19 for **Ships**

OR Samples #10, and 11 or 12 for **Shore** commands,
and Samples #6 & #7 for **both Ship & Shore** commands.

Read Sample #6 first. These are the instructions and explanations for the Successor in Interest letter for your command to use. This is a legal document and has to be correctly prepared or it is invalid. This is a requirement by DoD (see OPNAVINST 1710.9 of July 2008).

The Successor in Interest letter format(Sample # 7) must be on letterhead and signed by an authorized check signer who is also on the signature card for your rec fund account at your bank. Mail the original to the bank, keep a copy, and send MWR HQ (N948A) in Millington TN a copy.

*** The authorized check signer MUST sign this letter. The CO's signature is optional. ***

**** This letter has to be completed every time you change check signers, change banks, or bank accounts, and minimally, annually. *****

Remember that you cannot request funds for the new fiscal year until AFTER you reconcile your 30Sep bank account statement. At the earliest, it will be some time in October before you will be able to prepare your previous fiscal year's financial statement (Form 7010-2), because Line 39 must be your checkbook/R&E log balance, and it may or may not match your bank statement balance, as of 30 Sep.

The deadline for submission of annual paperwork for Ships has been changed to **December 1**. Shore commands have the full fiscal year.

*****For **ALL** commands requesting annual grants, there are THREE (3) required documents you must submit every year. They are: (1) a FORMAT request letter for the current fiscal year grant, (2) a PRIOR fiscal year financial statement on one of the approved forms containing the FULL 12 months prior fiscal year's MWR Rec Fund activity, and (3) a BRAND NEW FORMAT Successor in Interest letter, on command letterhead, properly signed and dated in the current fiscal year. *****

Here are three easy steps to preparing a perfect Financial Statement:

1. Record every transaction on your Receipts & Expenditures log/Excel spreadsheets/checkbook (whatever type of records you keep) as they are done. List checks **as you write them** and deposits **as you make them** (NOT when you receive the money).

2. Reconcile your monthly bank statements to your R&E log/Excel spreadsheets/checkbook. Keep a record of your reconciliation. This verifies that your R&E log/spreadsheets/checkbook are correct. This also verifies that your bank statements are correct.

The fiscal year (FY) always end on 30Sep. Never any other date.

3. On the financial statement, Line 1 is ALWAYS the same number you ended the PRIOR fiscal year with on Lines 34,38,and 43 as Net Worth. Use **ONLY** your R&E log/Excel spreadsheets/checkbook to complete your financial statement. Line 16 should match your total Receipts spreadsheet for the fiscal year. Line 33 should match your total Expenditures spreadsheet for the fiscal year. Line 39 should match your end of fiscal year balance on your spreadsheet.

******DO NOT USE YOUR BANK STATEMENTS TO PREPARE YOUR Rec Fund FINANCIAL STATEMENTS. ******

There should not be anything on Line 42 if R&E log/Excel Spreadsheets/checkbook entries are recorded properly. Remember that Lines 34, 38 & 43 will be the same number if you prepared Lines 1-33 correctly. If they do not match, recheck your figures in those Lines from your R&E log/Excel spreadsheets/checkbook. Contact your CNIC N948A for help.

Only NOSCs have to send documents to their REDCOM/RCC. All other Shore Commands and Ships **send documents directly to MWR HQ (N948A) in Millington TN** or by email or fax. Do not send to Washington, D.C.

Fax or email your documents for fastest service. We do not need originals.

Be certain to tell us if you changed banks or account numbers for your MWR Rec Fund. If you do change, there is additional paperwork required.

It is not necessary to send a check copy with your request if there has not been a bank account change since you last received money from us. We have all banking info in our computers. If there is no banking change, electronic fund transfers (EFTs) will be processed the same as the previous year. **You MUST submit a new Successor letter every year** even if there haven't been any changes.

Ships: if your paperwork is perfect, you will have your annual grant in your bank within one week.

Shore commands will have theirs in about two weeks. Shore commands should contact MWR HQ POC if grant is **not** received in two weeks.

Contact us if you need further assistance. We are here to help to you. our POC here at MWR HQ (N948A) is: Judy Harwood, 901-874-6603, DSN 882-6603, fax 901-874-2006. Address: Commander, Navy Installations Command, CNIC N948A, 5720 Integrity Drive, Millington TN 38055-6520

NOTE: NRDs MUST use a SPECIAL Unit Allocation grant request format. They need to use Sample # 12.

The best help I can recommend is to go to our website-see directions below after my return address-and print off the list of Samples and create a three-ring binder with that as the first page.

Then print off individual Samples as needed, such as these most important ones: #1, 4, 6, 7, 10, 11, & 36. These are the basics for the annual Unit Allocation grant for shore commands.

We don't need a copy of your "audit" but we do need a copy of your Rec Fund financial statement. See Sample directions.

Sample # 6 will answer your questions regarding turning over the Rec Fund custodian duties. Hint: if you already have the three-ring binder prepared as I suggested, you can almost turn over the job, hand them the binder, and pretty much you are done with the training.

My POC info is on the top of the Samples page and I send it in all my correspondence, which should be the same procedure for the custodians, in case I am needed to help, assist or answer questions. Same for the custodians: they need to do the same thing.
