

FINANCIAL REPORT OF AN AUXILIARY UNIT

CG-AUX-23 (REV 12-94)

REPORTING UNIT (NAME & NUMBER)

TYPE OF REPORT CIRCLE ONE
 REGULAR RELIEF CORRECTED

TYPE OF UNIT CIRCLE ONE
 DISTRICT DIV FLOTILLA

Do not enter real estate, equipment, inventory, or other property on this page. See page 2.

1. **BEGINNING BAL** 1/1/ _____

a. CK ACCOUNT \$ _____

b. SAV, CD's \$ _____

c. TRUST FUNDS, \$ _____

d. OTHER cash ITEMS \$ _____

2. Total Beginning Cash Items \$ _____

3. **CASH RECEIPTS**

a. Dues \$ _____

b. P/E Course Fees \$ _____

c. Cash Contributions \$ _____

d. Uniforms, 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. P/E Expenses \$ _____

c. Uniforms, flags, insignia \$ _____

d. Conferences, mtgs \$ _____

e. Matl. & Equip \$ _____

f. Building repair/maint. \$ _____

g. Utilities \$ _____

h. Trophy's, Awards \$ _____

i. General disb. (specify) \$ _____

_____ \$ _____

7. Total Cash Disbursements \$ _____

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

a. CHECKING ACCOUNT \$ _____

b. SAVINGS, C/D's & \$ _____

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 _____	FC/DC/DCO _____	FN _____	DCO/DCP/FC _____
PREPARER	APPROVAL	RELIEVING OFFICER	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 sheets 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

Due March 1, or according to District Policy. Distribution DIRAUX via DSO-FN

INSTRUCTIONS FOR COMPLETION OF FINANCIAL REPORT OF AN
AUXILIARY UNIT AND UNIT INVENTORY RECORD CG- 4750-1 (rev. 9-94)

FINANCIAL REPORT OF AN AUXILIARY UNIT

- 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 Finance Officer and/or Unit Leader.
- B. **INSTRUCTIONS.** Complete unit identification and type of report.
1. Insert beginning year date for period of report being completed:
 - 1.a Total in all checking accounts at start of year;
 - 1.b Total money in all savings accounts, certificates of deposit, money markets and other similar accounts at beginning of year;
 - 1.c Total money in all Trust Funds at beginning of year;
 - 1.d Total of all other cash items at start of year, i.e. petty cash, cash on hand and un-deposited checks.
 2. Total of items 1a thru 1d.
 - 3.a Total of dues and assessments received during the year.
 - 3.b 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.
 - 3.c Total of monetary contributions received during the year.
 - 3.d Total of moneys received during the year for uniforms, flags, insignia and other Auxiliary paraphernalia.
 - 3.e Total amount of moneys received during the year for conferences, registration fees, changes of watch, rendezvous and other Auxiliary functions.
 - 3.f All other moneys received during the year not listed in 3a thru 3e. Specify type of items. Attach separate list if necessary.
 4. Total of items 3a thru 3f.
 5. Total of items 2 and 4.
 - 6.a Total of all dues moneys paid during year to other Auxiliary units;
 - 6.b 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.;
 - 6.c All moneys spent during the year for uniforms, flags, insignia and other Auxiliary paraphernalia;
 - 6.d All moneys spent during the year for conferences, meetings, change of watch, rendezvous and other Auxiliary functions;
 - 6.e All moneys spent during year for material and equipment for any Auxiliary program, except Public Education;
 - 6.f All moneys spent during year for repair, maintenance or insurance for any building used for meetings, training or classrooms;
 - 6.g All moneys spent during year for telephone, heat, light, power and other utilities incurred by the unit;
 - 6.h All moneys spent during the year for trophies, awards and other items of recognition;
 - 6.i Other general disbursements. Specify items and total amount expended during year.
 7. Total of 6a thru 6i.

8. Insert year-end date.
- 8.a Total remaining at year-end in all checking accounts;
- 8.b Total money at year-end in all savings, money markets, certificates of deposit and other similar accounts;
- 8.c Total moneys at year-end in Trust Funds;
- 8.d Total of all other cash items at year-end, i.e. petty cash, cash on hand, un-deposited checks and similar items.
9. 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 the 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 records 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 A.10 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).

B.1 thru B.10 list a description of all the real estate, equipment, inventory, stocks and bonds and other property donated or contributed to the unit and the date of donation or contribution. (Attach additional sheets if necessary).

C.1 thru C.10 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.