

A. List description and date of facilities, equipment, inventory, and other property purchased by the unit.

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

Attach additional sheet if necessary or annotate section with "See Attached" and provide an additional worksheet.

B. List description and date of facilities, equipment, inventory, and other property donated or gifted to the unit.

	Description:	Date
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

Attach additional sheet if necessary or annotate section with "See Attached" and provide an additional worksheet.

C. List name of lender, description and date of facilities, equipment or other property on loan or lease to unit from the Coast Guard or other Government entities.

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

Attach additional sheet if necessary or annotate section with "See Attached" and provide an additional worksheet.

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 incoming Officer accept responsibility for the Unit inventory as stated above.

MA _____	FC/DCDR/DCO _____	MA _____	FC/DCDR/DCO _____
OUTGOING OFFICER	OUTGOING OFFICER	INCOMING OFFICER	INCOMING OFFICER

_____	_____
AUDIT COMMITTEE CHAIR	DIRECTOR

**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 Leadership.
- 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 from the bank statements.
- 1b Savings, CDs – Total all monies in all savings accounts, certificates of deposit, money markets and other similar accounts at the beginning of year from the bank statements.
- 1c This line can be used for other accounts. It was previous used for funds associated with Trusts. Use amounts at the beginning of year from the account statement.
- 1d This line can be used for other accounts. It was previous used for other cash items. Use amounts at the beginning of year from the account statement.
2. **Total Beginning Cash Items.** Total of all items 1a through 1d. This field should self-populate.
3. **CASH RECEIPTS.**
- 3a Dues – Total 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 monies collected from Public Education course students during the year.
- 3c Cash Contributions – Amounts of monetary contributions received during year. Amounts over \$100 need addendum attached to report with the breakdown of contributions.
- 3d This line can be used for other cash receipts the unit wishes to track separately. It was previously used for uniforms, flags, insignia. Total of monies received during the year for separately tracked cash receipts.
- 3e Conference, Meetings – Amounts of monies received during the year for conferences, registration fees, meetings, change of watch, fellowship events, and other Auxiliary functions.
- 3f Other cash items – Amounts of the monies received during the year not listed in 3a through 3e. Specify type of items. Amounts over \$100 need addendum attached to report with the breakdown of contributions.
4. **Total Cash Receipts.** Total of items 3a through 3f. This field should self-populate.
5. **Total Cash Items and Receipts.** Total of items 2 and 4. This field should self-populate.
6. **CASH DISBURSEMENTS.**
- 6a Dues (Dist/Div) – Total of all monies paid during the year for CG Auxiliary membership.
- 6b PE Expenses – All monies spent during the year for Public Education related expenses, including course books and materials, custodial fees, meeting room rentals, training aids, equipment, refreshments.

- 6c This line can be used for other disbursements the unit wishes to track separately. It was previously used for uniforms, flags, insignias. All monies spent during the year for separately tracked items.
- 6d Conferences, Meetings – All monies spent during the year for conferences, meetings, change of watch, fellowship events, and other Auxiliary functions.
- 6e Material & Equipment – All monies spent during the year for material and equipment for any Auxiliary program except Public Education.
- 6f Facility repair/maint – All monies spent during the year for repair, maintenance or insurance for any facility used for an Auxiliary program, i.e. building, plane, boat.
- 6g Storage/utilities – All monies spent during the year for storage, 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 disbursements – Other general disbursements. Specify item and total amount expended during the year. Amount over \$100 need addendum attached to report with the breakdown of distributions.
7. **TOTAL OF 6a THROUGH 6i.** This field should self-populate.
8. **ENDING BALANCE.** Insert year end date. Amount on line 8 is the total ending balance of the cash flow for the year. This field should self-populate.
- 8a Checking account – Total in all checking accounts at the end of year from the bank statements.
- 8b Savings, CDs – Total monies in all savings accounts, certificates of deposit, money markets and other similar accounts at the end of year from the bank statements.
- 8c This line can be used for other accounts. It was previous used for funds associated with Trusts. Use amounts at the end of year from the account statement.
- 8d This line can be used for other accounts. It was previous used for other cash items. Total of all other cash items at end of year, i.e. cash on hand and un-deposited checks.
- 9 **TOTAL CASH ITEMS AT YEAR END.** Total of 9a through 9d. This is the total of the bank accounts and other cash items at the end of the year and it should equal item 8. This field should self-populate.
- 10 **SIGNATURE LINES.** All of the Finance Officer (FN), Unit Commander (FC/DCDR/DCO), and Audit Committee Chair signature lines must be signed even if the outgoing and incoming officer are the same.

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 is in the custody of each unit. It 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 the Materials Officer and/or Unit leadership.
- D. **INSTRUCTIONS.** Follow the instructions provide on page 2 for each section.
- SIGNATURE LINES** – All of the Materials Officer (MA), Unit Commander (FC/DCDR/DCO), and Audit Committee Chair signature lines must be signed even if the outgoing and incoming officer are the same.

ANSC 7025 (11-21)	FINANCIAL REPORT OF AN AUXILIARY UNIT AND UNIT INVENTORY RECORD	Page 3 of 4
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