The Commander has fiduciary responsibility for the expenditure of Unit Family Readiness Funds in support of family readiness activities. MCCS South Carolina is responsible for supporting Commanders and their Unit Personal and Family Readiness Programs (UPFRP). As such, accounting and procurement procedures have been developed to assist Commanders with managing their program that are efficient, effective, and in compliance with regulations governing how those funds can be spent.
MCCS deposits $12.50/Marine per year to the unit’s Family Readiness Funds account. Strength numbers must be reported quarterly to ensure the right amount of money is deposited into the account in a timely manner each quarter.

Unit strength numbers must be submitted, via e-mail, to Shared Services Center at ssc.unitfunds@usmc-mccs.org, please copy Ms. Johnnie White at johnnie.white@usmc-mccs.org and your respective MCCS Coordinator on or before the 1st day of each quarter of the MCCS Fiscal Year. 1 FEB – 31 JAN.

- 1st Quarter: 1 February
- 2nd Quarter: 1 May
- 3rd Quarter: 1 August
- 4th Quarter: 1 November
MCCS Fiscal Year

The accounting year prescribed for NAF UFRF operates on a fiscal year that begins 1 February and ends approximately 31 January, annually. UFRF are to be used within that time period each year and cannot be accumulated from year to year. Unused UFRF will rollover each quarter until the end of the fiscal year. At the end of the MCCS fiscal year, unspent funds will be forfeited. A waiver to the forfeiture may be approved by the CO MCAS under very narrow circumstances. In order to effectively manage unit funds, the unit commander should develop an annual spending plan.
Account Balance

A Responsible Officer can request information regarding the balance of the Unit Family Readiness or Fundraising account at anytime. To request your balance or a copy of the account spreadsheet, please contact Shared Services at ssc.unitfunds@usmc-mccs.org. If you do not hear back from Shared Services, please call Accounting at 228-6783.

• BALANCE DISCREPANCIES

If at anytime you notice a discrepancy on the balance spreadsheet for your Unit Family Readiness or Fundraising account, please contact Shared Services at ssc.unitfunds@usmc-mccs.org or Accounting at 228-6783.
Authorized NAF Expenditures

According to MCO 1754.9B, it is intended the UFRF be used to support unit MWR needs for recreation, social and family readiness. The following expenditures are authorized:

- Direct and overhead expenses associated with operating UPFRP functions including expendable items; supplies, and communications
- Light refreshments for events
- Volunteer awards and recognition
- Reimbursement for UPFRP function volunteers; mileage, childcare, preapproved miscellaneous expenses (at the CO’s discretion)
- MWR support of unit, recreational, social and family readiness activities
- Unit parties and picnics
Prohibited NAF Expenditures

According to MCO 1754.9B, the use of NAF UFRF is generally prohibited for the following:

- DRC pay and compensation
- Conducting activities other than those of MWR activities
- Donating to any relief, charitable or commercial organization, or an individual
- Supporting projects involving the improvement, rehabilitation or construction of religious facilities
- Purchasing, printing or engraving of greeting cards
- Supporting private organizations
- Supporting functions for public affairs objectives
- Purchasing incentive awards not related to operating MCCS MWR activities
Prohibited NAF Expenditures Cont.

• Protocol or command representation events where official representation funds (ORF) are authorized, or commander’s personal entertainment obligations and retirement receptions.
• Social affairs in honor of a particular individual or for the purchase of anything for a specific individual. This includes memento-type items for guests of the command
• Purchase of capital equipment or fixed assets with a cost of $2500 or more
• Purchase of command awards/memento coins
• Services or articles related to MWR activities obtainable through APF expenditures
• Paying for meal charges for government personnel on APF per diem or enlisted members in APF dining facilities

Refer to MCO 1754.9B for a complete list of prohibited expenditures. The use of UFRF is at your commander’s discretion.
Check Request Procedures

Check requests can be submitted to withdraw funds from the Unit Family Readiness and Fundraising accounts or for reimbursement of monies spent.

- **REQUESTING A CHECK**
  
  To request funds from the Unit Family Readiness or Fundraising account, the MCCS Check Request Form must be filled out and submitted via email to your MCCS Coordinator. The Check Request must have 2 signatures, one from the requester and the approver must be the Command CO, XO or SgtMaj. (The same person cannot sign as both.) This form is to be electronically signed.

- **TURNAROUND TIME**
  
  Please allow 10 business days turnaround time for check requests. Checks are cut locally on Monday’s and Thursday’s ONLY!
Check Request

Requestor: Provide the information of the unit POC who is requesting funds

Payee Information: Add the corresponding information for the individual that is to receive the check, or if you will be picking up the check please provide your place of work’s address. An address must be listed no matter the delivery option selected below.

Justification & Delivery:

Reason for Expenditure: This should explain the purpose of you requesting unit funds (ex: paying the chow hall to provide chow for a squadron function)

Check Distribution Instructions: You will select how you would like the check to be handled. For pickup only, please provide the individual who will be picking the check up. This must be someone within the Family Readiness Command Team.

Accounting Information:

Company: This will always be SCM

Cost Center: This is the first four digits of the cost center you will be taking the funds from

Command Key: 10 (Air Station) 20 (Parris Island)

Account: The next four digits – usually 6730 for UFR Funds or 2108 for Fundraising

Sub Account: This will always be 000

Department: Utilize your three digit department code For example: SCM-1234-10-5678-000-000 - usually 004 for UFR Funds or 000 for fundraising

Total: Include the amount you are requesting the check to be written out for

Authorization: The Authorizing Signature must be someone within the unit that has approval from the CO to access unit funds (someone within the Family Readiness Command Team). The MCCS Accounting Office must have an Appointment Letter signed by the CO on file naming that specific individual.

Once complete, you will send the completed form and any supporting documentation to your respective MCCS Coordinator. The Coordinator will email the Check Request to Shared Services, copy the requestor and the accounting department.

If you have any questions in regards to the form, please contact your MCCS Coordinator.

MCAS Beaufort – Brittany Jamieson, 843-228-6141 or brittany.a.jamieson@usmc-mccs.org.
MCRD Parris Island – Myranda Brown, 843-228-1662 or myranda.brown@usmc-mccs.org.

In the event that you cannot reach an MCCS Coordinator, please contact Johnnie White or Tara Blackwell in Accounting.
# CHECK REQUEST

**Requestor:**

**Title:**

**Unit:**

---

**PAYEE INFORMATION:**

Name to appear on check:

Address Line 1:

Address Line 2:

City, State, Zip:

---

**JUSTIFICATION & DELIVERY:**

Reason for Expenditure:

---

Check Distribution Instructions:  
- [ ] Mail  
- [ ] Mail w/Enclosures  
- [ ] Pickup  
- [ ] ACH

For Check Pickup purposes ONLY:  
POC Name & Number (This POC must be a member of the Family Readiness Command Team):

Name:  

Title:  

Phone:  

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**ACCOUNTING INFORMATION:**

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<th>Command Key (XX)</th>
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<th>Sub Account (009 or UTM)</th>
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**TOTAL**

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**AUTHORIZATION:**

Authorizing Signature:  

Date:  

Printed Name:  

Title:  

Phone:  

---

**FINANCE USE ONLY**

Authorizing Official:

Print Name:  

Signature:  

Date:  

Title:  

Comments:  

Vendor ID:  

Remit ID:  

Posting Date:  

---
MCCS Coordinator Purchase Card Request Procedures

Purchase card requests can be submitted to purchase items. These purchases will be deducted from your UFRF Account or your Units Fundraising Account.

• **REQUESTING A PURCHASE CARD PURCHASE**

  To request funds from the Unit Family Readiness or Fundraising account, the MCCS Coordinator Purchase Card Request Form must be filled out and submitted via email to your respective MCCS Coordinator **BEFORE** your purchase. The Purchase Card Request must have 2 signatures, one from the requester and the approver must be the Command CO, XO or SgtMaj. (The same person cannot sign as both.) This form is to be electronically signed.

• **TURNAROUND TIME**

  Please give your MCCS Coordinator 24-48 hours notice prior to requesting.
MCCS Purchase Card Request

Requestor: Provide the information of the unit POC who is requesting funds

Justification & Delivery:

Reason for Expenditure: This should explain the purpose of you requesting unit funds (ex: purchase gift cards to the MCX for Holiday Party)

Pick-Up POC (Name and Phone Number): Name and phone number of the individual who will be purchasing/picking up items purchased.

Accounting Information:

Company: This will always be SCM

Cost Center: This is the first four digits of the cost center you will be taking the funds from

Command Key: 10 (Air Station) 20 (Parris Island)

Account: The next four digits

Sub Account: This will either be UFM or 000

Department: Utilize your three digit department code For example: SCM-1234-10-5678-000-000

Total: Include the amount you are requesting the check to be written out for

Authorization: The Authorizing Signature must be someone within the unit that has approval from the CO to access unit funds (someone within the Family Readiness Command Team). The MCCS Accounting Office must have an Appointment Letter signed by the CO on file naming that specific individual.

Once complete, you will send the completed form and any supporting documentation to your respective MCCS Coordinator. The Coordinator will email the Check Request to Shared Services, copy the requestor and the accounting department.

If you have any questions in regards to the form, please contact your MCCS Coordinator.

MCAS Beaufort – Brittany Jamieson, 843-228-6141 or brittany.a.jamieson@usmc-mccs.org. MCRD Parris Island – Myranda Brown, 843-228-1662 or myranda.brown@usmc-mccs.org.
MCCS COORDINATOR
PURCHASE CARD REQUEST

Requester: ___________________________ Date: ________________
Title: ________________________________ Unit: _______________________

JUSTIFICATION & DELIVERY:
Reason for Expenditure: ____________________________________________
Pick-Up POC (Name & Phone Number):
(Any request purchased by your MCCS Coordinator will be delivered to your MCCS Coordinator and must be picked up)

ACCOUNTING INFORMATION:

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<th>Company (RRM/QUM/QUX)</th>
<th>Cost Center (XXX)</th>
<th>Command Key (XX)</th>
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TOTAL


AUTHORIZATION:
Authorizing Signature: ___________________________ Date: ________________
(Must be a member of the Family Business Command Team)
Printed Name: __________________________________________ Phone: ________________
Title: ___________________________
Receipts & Unspent Money

Receipts and unspent monies must be accounted for. Receipts need to be kept with the unit for auditing purposes and funds must be returned to the MCCS Accounting Office, BLDG 564 on the MCAS, or Cash Services Office, BLDG 602 on the MCRD, within 5 business days. Receipts and monies must be equal to the check amount.

If receipts are missing, the transaction will need to be noted with a letter, or e-mail, from the unit’s Commanding Officer. The letter, or e-mail, should include the dollar amount of the missing receipt, the name and date of the unit event, and a statement from the CO verifying that the missing receipt was for an authorized expense.
MCCS Internal Transfers

UNIT FUNCTIONS AT MCCS FOOD & BEVERAGE FACILITIES

MCCS Food & Beverage facilities will provide a 10% discount on food for official unit events that are charged to the Unit Family Readiness or Fundraising account. The appointed Unit Funds Responsible Officer (RO) must email the MCCS Coordinator to authorize the charges to be deducted from the Unit Family Readiness or Fundraising account.

Instructions pertaining to ticket sales and payments via internal transfers are provided below.

DEPOSITING COLLECTED MONEY INTO THE UNIT’S FUNDRAISING ACCOUNT

Deposits shall be made at the Accounting Office on the MCAS or the Finance Office on the MCRD. Reference your unit’s Fundraising account number as well as the source of the money.
MCCS Internal Transfers Cont.

MCX PURCHASES

An Internal Request to Expend Merchandise or MCCS Coordinator Purchase Card should be used for purchases at the MCX. This sheet can be obtained by submitting the Merchandise Expense Request Form to the MCCS Coordinator. Your MCCS Coordinator may use their purchase card for MCX purchases with advanced notice.

MCCS RECREATION FACILITIES AND GEAR USAGE FEES

Costs associated with Family Readiness events at MCCS recreation facilities and gear rentals are charged to your unit Family Readiness Funds account; your MCCS Coordinator will use their purchase card to pay for facilities and gear. These events are to be coordinated through your MCCS Coordinator (MCAS: Brittany Jamieson 228-6141; MCRD: Myranda Brown 228-1662). Request Forms for gear and recreation facilities are to be completed, electronically signed by a requester and the appointed Unit Funds Responsible Officer (RO), and then submitted to the respective Coordinator via email.
MCCS Coordinator Purchase Card Updates/Instructions

LOG CABIN:
1. The unit must fill out the form in its entirety and return to their respective Coordinator.
2. Coordinator is to call TLF to verify availability.
3. If available, the Coordinator will email or personally provide Dorothy with the form immediately to lock on date.
4. The unit will only be charged for usage on Friday, Saturday or Sunday. $50.
5. Payment must be made prior to the event.

OUTDOOR RECREATION:
1. The unit must fill out the form in its entirety and return to their respective Coordinator.
2. Coordinator is to call Outdoor Recreation to lock on items.
3. Coordinator is to make any necessary changes with the POC.
4. If all items are available, Coordinator must notify the POC with confirmation.
5. The Coordinator must email the completed form to respective Outdoor Recreation Manager.
6. Coordinator will make payment AFTER the event, to confirm the correct amount and to stay away from issuing reimbursements if possible.

BOWLING ALLEY & MOVIE THEATER:
1. The unit must fill out the form in its entirety and return to their respective Coordinator.
2. Coordinator is to call facility and verify availability.
3. Coordinator is to confirm availability with POC.
4. Coordinator will make payment with their purchase card.

POOL:
1. The unit must fill out the form in its entirety and return to their respective Coordinator.
2. Coordinator is to call Josh to confirm availability.
3. Coordinator is to inform POC of confirmation.
4. Coordinator will visit a pool location to pay with purchase card AFTER the event takes place (inclement weather, etc.).
UNIT FUNDS ARE AUDITED ON AN ANNUAL BASIS

Copies of all unit fund transactions are to be maintained at the unit level and must have third party signatures. The third party signature can be from any individual, other than the requester or approver, who can verify that the items were obtained for a specific event.

This includes:

- Gear Rental Charges
- Facility Usage Agreements
- MCX Expense Forms
- Receipts
- Reimbursement Receipts
- Procurement Requests routed through MCCS
- Copies of all other financial docs

Copies should be maintained for 5 years
(4 years plus the current year)
Maintain Prize/Giveaway Logbook

UNIT PRIZE LOGS ARE AUDITED ON AN ANNUAL BASIS
Gift certificates, door prizes, and any other giveaways must be tracked at the unit level and signed for, by the recipient, at the time of acceptance.

A logbook MUST be used to track the following information:

- Description of prize/giveaway/gift certificate
- Cost of item
- Printed name of individual accepting item
- Signature of individual accepting item
- Date of acceptance

Logbook should be maintained for 5 years. (4 years plus the current year)
When in Doubt – Reach Out

IF YOU HAVE QUESTIONS OR NEED ASSISTANCE, CONTACT US

**Accounting Technician**
Johnnie White  
(843) 228-6783  
JOHNNIE.WHITE@USMC-MCCS.ORG

**Accounting Supervisor**
Tara Blackwell  
(843) 228-7605  
TARA.L.BLACKWELL@USMC-MCCS.ORG

**MCCS Coordinators**
**MCAS Beaufort**
Brittany Jamieson  
(843) 228-6141  
BRITTANY.A.JAMIESON@USMC-MCCS.ORG

**MCRD Parris Island**
Myranda Brown  
(843) 228-1662  
MYRANDA.BROWN@USMC-MCCS.ORG
Certificate of Completion

Presented to:

For successfully completing the Unit Family Readiness Funds Standard Accounting Procedures Training.

Date: 

Unit: Signature