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Installation

CHARGEABLE TRANSIENT QUARTERS and BILLETING FUND MANAGEMENT

By Order of The Adjutant General:

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History. This issue revises the policies and procedures previously contained in KSARNG SOP 210-50, 1 December 2007.

Summary. This publication establishes policy and procedures of The Adjutant General pertaining to standards that are applicable to the accountability and management of the Non-Appropriated Funds derived from billeting user fees for the operation of bachelor quarters services at Nickell Hall, KSTC, Salina, Kansas.

Suggested Improvements. The proponent of this publication is the USPFO, Comptroller Division. Users are invited to send comments and suggested improvement to USPFO, ATTN: NGKS-PFR, 2737 S Kansas Ave, Topeka, KS 66611-1170.

Distribution. A

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Chapter 1
General

1-1. Purpose. This regulation prescribes policies and provides procedures for establishment, daily management and operational maintenance of Kansas Training Center's (KSTC) Nickell Hall billeting and the non-appropriated funds (NAF) derived from user room rates (to include appropriated reimbursement for use).

1-2. References. References used in this regulation are found listed in Appendix A.

1-3. Explanation of Abbreviations and Terms. Explanation of abbreviations and terms used in this document are found in Appendix B.

1-4. Responsibilities.

a. The Adjutant General of Kansas (TAG) is responsible for establishing the billeting program with a billeting fund and appointing a Billeting Fund Advisory Council and fund manager. The KSTC Facility Manager is automatically designated to be the billeting fund manager. The TAG may delegate any or all responsibilities to the KSTC Commander.

b. The KSTC Commander establishes the Nickell Hall billeting program and billeting fund as directed by the TAG, is the chairperson of the Billeting Fund Advisory Council. The KSTC Commander appoints the facility manager. The KSTC Commander may delegate authority in writing to a subordinate commissioned officer to administer the program and fund, so long as that officer is not designated as the billeting fund manager (i.e. facility manager).

c. The Billeting Fund Advisory Council meets at least semi-annually. Additional council meetings are held as necessary. The council is comprised of the chairperson, the facility manager, Army Chief of Staff, the United States Property and Fiscal Officer (USPFO), the Director of Facilities Engineer (DOFE), the Federal Comptroller and the non-voting billeting manager. The council is responsible for making recommendations for improvements, acquisitions and procurements; discussing program problem areas; reviewing the budget; ensuring monies are expended properly and establishing policies. Minutes will be taken, approved by the KSTC Commander, and kept in a historical record.

d. The USPFO will designate someone from his/her staff to review the Nickell Hall billeting fund at least annually within 90 days of the end of the fiscal year. The Management Control Checklist in Appendix D will be used for the review. A review is also required upon change of fund custodian/facility manager or responsible KSTC Commander. The USPFO will review the room rate schedule for the preceding period based on the historical review of costs and other factors and make recommendations to the council concerning appropriate room rate levels.

e. The DOFE will oversee the maintenance and repair of the federally supported billeting at KSTC through the Federal/State Cooperative Agreement. Maid service is not included in this responsibility and those costs must be borne by other than the Federal/State Cooperative Agreement.

f. The KSTC Facility Manager, subject to the guidance of the TAG and the KSTC Commander, will be responsible and function as the fund custodian for the Nickell Hall billeting fund. In this capacity, the facility manager is the Nickell Hall billeting fund manager.

(1) He/She will maintain a ledger with receipts collected; maintain a billeting bank account and reconcile account bank statements; maintain cash collections for all accounts; make disbursements for expenses, property purchases, housekeeping and refunds, as well as disbursements for payments of any insurance premiums as needed. He/She will make purchases of property needed for rooms; maintain the proper accountability records**;** inventory NAF property at least annually and store in historical records. The facility manager will ensure all associated billeting fund forms are appropriately signed.

(2) The facility manager will maintain the NAF account at a minimum as established by KSTC Commander and the TAG; maintain accountability of all receipts and payments; ensure the cashier's record is maintained and deposits are made at least weekly to NAF bank account. Personnel making deposits must be on signature card for the NAF account.

(3) The facility manager will manage housekeeping, janitorial and billeting clerks. He/She may hire billeting personnel to be paid with NAF under the guidelines in Chapter 2. If hiring personnel, the facility

manager will ensure proper accounting is completed on a monthly basis of payroll and associated taxes. If a billeting manager is not hired, the facility manager assumes any duties in this SOP directed towards the billeting manager and in some situations; the KSTC Commander must then assume the duty specified for the facility manager.

Chapter 2
Operation

2-1 General. The billeting program is established to provide for the administration of and services for transient accommodations for eligible personnel on the training site. KSTC is not authorized permanent housing facilities, guest housing or family quarters. Nickell Hall is operated under a stand alone billeting fund instrument, which will not provide lodging for more than 179 days per calendar year for any person. Exceptions to this policy will be made only in the case of military necessity and must be approved by the TAG unless he/she designates this responsibility to the KSTC Commander. The billeting program is not intended and should not be used to circumvent the civilian hotel/motel business.

2-2 Authorized Occupants. Authorized occupants are all military personnel and DOD civilians using KSTC for official duty. The TAG may authorize the families of said personnel and retirees to use the facilities; the TAG or the designated KSTC Commander, may make additional authorizations for other government agencies such as city, county, state or local non-governmental organizations as appropriate. Such authorizations should not circumvent the Federal/State regulations and directives for competing with civilian hotels/motels.

2-3 Priority Assignment.

a. Priority for availability and assignment of quarters will be determined by the KSTC Commander and approved by the TAG. Rooms for occupants are determined by protocol as much as possible. Distinguished Visitors without reservations will be given priority on rooms if the lesser ranked occupant has not checked into the room.

b. Priority of room assignments is established as Kansas Army National Guard (ARNG) Soldiers and technicians, all other Soldiers on duty, retired Soldiers, DOD civilian personnel and other civilians authorized to stay in billeting.

2-4 Adequacy Standards.

a. All quarters at KSTC are considered adequate when used by personnel and support personnel who are performing duty in a field training status.

b. Adequacy standards are used to measure how well a lodging facility serves its intended use. AR 210-50 standards serve as a guide and basis for establishing a billeting program. Adequacy is based on size, condition, safety and service amenities. Example of adequate conditions is semi-private rooms with semi-private bathroom. Example of adequate amenities is housekeeping services, towels, soap, microwave, refrigerator and television. Additional amenities such as a DVD player, a coffee maker are not mandatory, but add to billeting program services.

2-5 Assignment and Payment Categories. Occupants will be identified by one of the following categories:

a. Category 1. Annual Training (AT) at KSTC.

(1) Unit AT considered field duty – Assigned to non-chargeable quarters, if available. Chargeable quarters paid by USPFO if non-chargeable quarters are not available. Individuals who elect to stay in billeting while their unit is in the field or assigned open bay quarters, may be personally liable for such room rates without entitlement to reimbursement if not properly authorized by their unit.

(2) Support personnel on Year Round AT - Assigned to non-chargeable quarters, if available. Chargeable quarters paid by USPFO if non-chargeable quarters are not available. Individuals who elect to stay in billeting while their unit is in the field or assigned open bay quarters, may be personally liable for such room rates without entitlement to reimbursement if not properly authorized by their unit.

(3) Support personnel on ADT or ADSW – Assigned to chargeable quarters, room rate paid by Soldier and later reimbursed.

b. Category 2. Schools at KSTC or Regional Training Site-Maintenance (RTSM).

Assigned to chargeable quarters, room rate paid by Soldier and later reimbursed.

c. Category 3. Inactive Duty for Training (IDT) in Salina KS.

(1) IDT for support (not on travel order) – Assigned to non-chargeable quarters, if available. Chargeable Quarters paid by Soldiers if one desired and available, non-reimbursable.

(2) IDT for support (on travel order) – Assigned to chargeable quarters, room rate paid by Soldier and later reimbursed.

d. Category 4. Other Occupants.

Those occupants not covered in categories 1 through 3 above. These include, but may not be limited to, dependents, members on leave, military or civilians in transit, authorized civilians and military personnel ordered to field training occupying quarters for personal convenience, Federal technicians or State employees of the TAG and KSARNG members in IDT status not Category 3. Assignment will be on space available basis. Family housing is not available. Room rate will be paid by the individual.

e. Category 5. Group Payment.

f. Agencies with prior approval of the Facility Manager using Government Purchase Card (GPC), Military Inter-departmental Purchase Request (MIPR), or other local contract, will be billed at the end of their occupancy by the billeting office. Individuals who fall in categories 1 through 4 must pay room rate upon registration. Method of payment is by cash, personal check, Visa, MasterCard, Discover or American Express credit cards. Appropriate rates will be reimbursed for occupants who depart earlier than anticipated at the time of registration.

g. Non-availability entitlement procedures are as outlined in the JTR/JFTR.

h. All entitled reimbursement will be made by submitting a voucher through the appropriate process.

2-6 Billeting HOTEL System. The computerized 'HOTEL' system was written specifically for KSTC. The HOTEL system is an independent program for accountability and reporting of Nickell Hall usage. The system is operated by personnel having pass worded access and having limited capabilities in the program depending on the level required for their position. The HOTEL system is a network only accessible inside of Nickell Hall. The following is a list of the system capabilities**:**

a. Registration Tab.

(1) Reservations - single and multiple.

(2) Guest registration and receipts.

(3) Current Guest Room lists - by room number, name or dates.

(4) All days list - ability to bring up any guest name since system installed.

(5) All registrations/receipts are sequentially numbered automatically for tracking purposes.

b. Fund Accountability Tab.

(1) Close-outs are conducted at a minimum weekly on Mondays.

(2) Cash and checks are tracked as the same type monies.

(3) Credit cards are accepted for room rates only.

(4) Group occupants are tracked as "OTHER" in "Type Payment".

c. Reports Tab.

(1) Master Lists - by room number and last name alphabetically.

(2) Reservation List - tracked by date, event and group.

(3) Error List - used for internal cross checking of accuracy between shifts.

(4) Maintenance List - used for room or building problems.

(5) Maid List - used primarily by maid service for room cleaning, check-outs and linen changing schedules.

(6) Users List - accessible only to users having system managerial privileges.

(7) Close Report - tracks cash and credit card amounts between close-outs.

(8) Audits Report - gives a list of the receipts issued for specified period.

(9) Census Report - shows how many nights were used by category and branch of service, (to include a breakdown of type service), civilians, etc.

The available reports should be used to their fullest extent to monitor and manage the billeting program.

2-7 Nickell Hall Employment.

a. Use of the Nickell Hall billeting fund for billeting employees is authorized instead of using contracts for needed management, housekeeping and custodial personnel. There are five positions authorized funding from the NAF account.

b. Billeting Manager.

(1) Position Description: Supervises the weekend billeting clerks, custodian, and maids on daily basis. Manages the NAF billeting fund and the vending fund to include the property books associated with these funds. Procures all supplies and amenities and property associated with the billeting operation. Manages the HOTEL system program and is responsible to ensure maximum utilization of quarters at Nickell Hall. All other duties assigned by the facility manager required for management of Nickell Hall.

(2) Wages: Salaried. Salary increase will be approved by the facility manager and Commander and is determined by the quality of work and longevity.

(a) Starting salary - $1200.00 biweekly, negotiable depending on qualifications.

(b) Maximum salary - $2300.00 biweekly.

(c) Temporary manager salary - $1000.00 biweekly.

(3) Schedule: Monday through Friday, 0600 to 1400 with one hour lunch. Salaried billeting manager may be required on occasion to work problematic or emergency situations requiring additional time for which no additional compensation will be paid. However, there may be situations arise that require the billeting manager to work beyond expectations of a salaried employee. Additional compensation may be paid with retained written prior approval of the facility manager. The rate of additional compensation will be the current salary divided by 80 to obtain a “straight” time hourly rate. This hourly rate will be added to the biweekly salary. No further additional amount will be paid regardless of the number of additional hours worked.

(4) Vacation/Holidays:

(a) One week (5 days) after one year of employment.

(b) Two weeks (10 days) maximum after second year of employment.

(c) All vacation time must be used within the year following when it is earned or it will be forfeited.

(d) An eight hour minimum is required when using vacation time and will be recorded on a schedule and retained with payroll records.

(e) The nine paid holidays include New Years Day, Martin Luther King Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Thanksgiving and Christmas.

(5) Benefits:

(a) Health insurance per paragraph 2-7g.

(b) Uniforms will be worn by billeting manager for occupant recognition. Shirt and trousers will be issued or reimbursement to employee by the NAF for billeting manager. Employee will submit paid receipts for all reimbursements.

(6) Supervision: First line supervisor for the billeting manager is the facility manager. Second line supervisor is the KSTC Commander.

c. Billeting Clerk. A temporary billeting clerk will only be used when either the billeting manager or support service specialist is unavailable for an extended period, such as vacation or annual training.

(1) Position Description: Reservation Manager - Serve as clerk to check occupants in and out of quarters using the Nickell Hall computerized HOTEL system. Issue and accept turn in keys and equipment for all other facilities associated with KSTC. Manage room reservations for ‘Groups’ by utilizing maximum occupancy of quarters. Hours are from 0600 to 1400 Monday through Friday. May perform headcount of meals if a food service representative is not available. Service the lobby area and maintain the coffee bar. Shift work requires performance of 24 hour shift with approximately 5.5 hours of bed rest status. During bed rest status, the clerk will respond to emergency and security issues only. All other duties assigned. A temporary billeting clerk will only be used when either the billeting manager or support service specialist is unavailable for an extended period, such as vacation or annual training.

(2) Position Description: Night Manager - Serve as clerk to check occupants in and out of quarters using the Nickell Hall computerized HOTEL system. Issue and accept turn in keys and equipment for all other facilities associated with KSTC. Manage room reservations for 'Groups' by utilizing maximum occupancy of quarters. Hours are from 1600 to 0630 Sunday through Friday, with bed rest status from 2400 to 0630. During bed rest status, the clerk will respond to emergency and security issues only. All other duties assigned.

(3) Wages: Hourly. Wage increase will be approved by the facility manager and is determined by the quality of work and/or longevity. All hours worked in any calendar week over 40 are paid at time and a half.

(a) Starting wage - $10.00 per hour, negotiable depending on qualifications.

(b) Maximum wage - $13.50 per hour.

(4) Schedule:

Weekend clerk – Two clerks are used on a rotational basis as follows – Clerk #1, Monday, Wednesday and Friday, 1200 to 1800, Saturday from 1600 to Sunday 1600. Clerk #2 Tuesday and Thursday from 1200 to 1800 and Friday 1600 to Sunday 1600. This schedule prevents front desk

(5) Vacation/Holidays: None.

(6) Benefits:

(a) Health insurance per paragraph 2-7g.

(b) Uniforms will be worn by billeting clerks for occupant recognition. Shirt and trousers will be issued or reimbursement to employee by the NAF for billeting clerks. Clerks are required to be on the premises during their duty period; therefore, meals will be obtained in the DFAC when it is open, by signing the headcount sheet in the DFAC. If the DFAC is not open during the clerks' duty time, meals may be reimbursed. Employee will submit paid receipts for all reimbursements of uniforms or meals. Under no circumstances will meals be reimbursed if the DFAC is open for business.

(7) Supervision: First line supervisor for the billeting clerk is the billeting manager. Second line supervisor is the facility manager.

d. Custodian.

(1) Position Description: Maintains all floors, stairways, lobby and common area restrooms in Nickell Hall utilizing motorized floor scrubber, high speed burnishing equipment and other standard equipment. All other duties assigned.

(2) Wages: Hourly. Wage increase will be approved by the facility manager and is determined by the quality of work and/or longevity. All hours worked in any calendar week over 40 are paid at time and a half.

(a) Starting wage - $10.00 per hour, negotiable depending on qualifications.

(b) Maximum wage - $13.25 per hour.

(c) Overtime wage - time and a half (the current wage multiplied by 1.5) for any hours over the 40 hour week may be paid with prior approval of the billeting manager.

(3) Schedule: Monday through Friday, 0700 to 1600 with one hour lunch.

(4) Vacation/Holidays:

(a) One week (5 days) after one year of employment.

(b) Two weeks (10 days) maximum after second year of employment.

(c) All vacation time must be used within the year following when it is earned or it will be forfeited.

(d) An eight hour minimum is required when using vacation time and will be recorded on a schedule and retained with payroll records.

(e) The nine paid holidays include New Years Day, Martin Luther King Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Thanksgiving and Christmas.

(5) Benefits:

(a) Health insurance per paragraph 2-7g.

(b) Sick leave will be awarded as 6 hours per month. Any sick leave accumulated above 24 hours will be forfeited. A two hour minimum is required when using sick leave. Sick leave will be monitored and recorded by the billeting manager.

(c) Uniforms will be worn by custodian for occupant recognition. Shirt and trousers will be issued or reimbursement to employee by the NAF for billeting manager. Employee will submit paid receipts for all reimbursements.

(6) Supervision: First line supervisor for the custodian is the maid supervisor. Second line supervisor is the billeting manager.

e. Maid Service.

(1) Position Description: Perform house cleaning service for Nickell Hall to include occupant rooms, offices, restrooms, foyer, lobby and game rooms. Routine work will include laundry, dusting, vacuuming, washing windows, scrubbing toilets and showers, removing bed linens, making up beds, cleaning light fixtures, etc. All other duties assigned.

(1) Wages: Hourly. Wage increase will be approved by the facility manager and is determined by the quality of work and/or longevity. All hours worked in any calendar week over 40 are paid at time and a half.

(a) Starting wage – maid $10.00 per hour, negotiable depending on qualifications.
maid assistant manager $11.00 per hour
maid supervisor $12.00 per hour, negotiable depending on qualifications.

(b) Maximum wage – maid $12.00 per hour.
maid assistant manager $13.00 per hour
maid supervisor $14.00 per hour

(c) Saturday wage - time and a half (the current wage multiplied by 1.5) performing limited services, unless otherwise directed by the billeting manager.

(d) Sunday wage – double time (the current wage multiplied by 2) performing limited services with prior approval by the billeting manager on case by case basis.

(2) Schedule: Monday through Friday, 0800 to 1400 with half hour lunch. Average work day is approximately 4 to 5 hours. Saturday and Sunday schedule varies with events and will be directed by the billeting manager on a case by case basis.

(3) Vacation/Holidays:

(a) One week (5 days) after one year of employment.

(b) Two weeks (10 days) maximum after third year of employment at $8.50 or above per hour wage.

(c) All vacation time must be used within the year following when it is earned or it will be forfeited.

(d) An eight hour minimum is required when using vacation time and will be recorded on a schedule and retained with payroll records.

(e) The nine paid holidays at $8.50 or above per hour wage include New Years Day, Martin Luther King Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Thanksgiving and Christmas.

(5) Benefits:

(a) Health insurance per paragraph 2-7g.

(b) Sick leave will be awarded as 4 hours per month. Any sick leave accumulated above 12 hours will be forfeited. A two hour minimum is required when using sick leave. Sick leave will be monitored and recorded by the appropriate supervisor.

(c) Uniforms will be worn by maids for occupant recognition. Shirt and trousers will be issued or reimbursement to employee by the NAF for billeting manager. Employee will submit paid receipts for all reimbursements.

(6) Supervision: First line supervisor for the maid supervisor is the billeting manager. Second line supervisor for the maid supervisor is the facility manager. First line supervisor for a maid is the maid supervisor. Second line supervisor for a maid is the billeting manager.

f. Accountant.

(1) Position Description: Perform reconciliation and balances the NAF check book on a monthly basis. Prepares financial reports as needed. Ensures employee payroll, associated tax requirements and other employee laws are brought to the attention of the facility manager and KSTC Commander.

(2) Wages: Salaried. Salary increase will be approved by the facility manager and Commander and is determined by the quality of work and longevity.

(a) Starting salary - $20.00 per hour usually no more than four hours monthly, negotiable depending on qualifications.

(b) Maximum salary - $25.00 per hour.

(3) Schedule: Determined by accountant but must have reconciliation within 2 weeks of bank statement ending date, payroll tax reporting submitted by deadlines and other reports within 2 weeks of request.

(4) Vacation/Holidays: None

(5) Benefits: None.

(6) Supervision: Performance is not directly supervised, but required outcomes are monitored by the facility manager and KSTC Commander.

g. Health Insurance:

(1) NAF employees will be offered health insurance after 60 days of continuous employment at Nickell Hall billeting.

(2) Nickell Hall will pay up to 60% of the medical premium (of employee) not to exceed $500.00 per month premium which is a benefit of $300.00. The 40% employee share will be collected from the employees by payroll deduction. (Monthly cost times 12, divided by 52 for weekly paid employees, monthly cost times 12 divided by 26 for bi-weekly paid employees.)

(3) Nickell Hall will pay 100% of the dental plan (including family).

Chapter 3
Security

3-1 Quarters.

All quarters will have security locks. Security must safeguard personnel, property and the buildings at all times. Each room at Nickell Hall has two keys, issued only to personnel paying for the room. Front entry doors are secured at closing (2400) and unlocked at opening (0630). All other doors are secured at dusk and opened in the morning depending on the security level for that day.

3-2 HOTEL System.

The HOTEL system will be accessed only by authorized personnel via a pass wording system. It will be backed up and saved on removable data storage media at least monthly. A copy of the saved data will also be secured in an off site location.

3-3 Funds.

Cashiers should maintain individual cash drawers/boxes to ensure security of funds. The billeting manager will balance each cashier separately. Signatures should accompany totals counted by the cashier and verified by the billeting manager. The cashier should initial the billeting receipts that he/she receives. Those receipts should remain with that cashier until he/she balances out. Keys to cash drawers/boxes should remain with the individual cashier and billeting manager. Each cashier should use a separate Daily Cash Record form.

Chapter 4
Financial Management

4-1 General.

a. The name of this fund shall be the Nickell Hall Billeting Fund. It is a state non-appropriated fund and will not be co-mingled with other state or federal funds. The fund is exempt from paying taxes as an “instrumentality of the United States.” Each instrumentality of this fund will contain the fund name, Nickell Hall Billeting Fund.

b. The fiscal year for this fund is 1 October through 30 September.

c. Funds derived from room rates will be used to provide maid service, amenities and administrative support which would normally be provided by a Federal non-appropriated fund instrumentality (NAF Billeting Fund) at an active Army installation. Funds will be utilized for goods and services for the benefit, comfort, and convenience of quarter’s occupants in Nickell Hall.

d. NAF account balances should remain from $250,000 maximum to $130,000 minimum. If either of these limits is reached, immediate action from the Fund Manager will initiate a meeting of the Advisory Council.

e. Gifts of property, money or services may be accepted by the fund when offered on an unconditional basis. These gifts will become part of the Billeting Fund.

4-2 Billeting Fund Instruments.

a. A petty cash fund, as such, is not authorized. However, $200 in cash may be withdrawn from the checking account on the 1st of October each year, and re-deposited on final deport for the fiscal year. The purpose of this fund is the make change only. The borrowing or loaning of funds is prohibited.

b. NAF Credit/Charge Cards

(1) NAF credit/charge cards will be used to help streamline the amount of paperwork throughout the year.

(2) The authorized users are the facility manager and billeting manager.

c. Checking Account.

(1) Collected funds from room rates or other means may be maintained in a commercial checking account at a bank or a credit union, in an interest bearing account whenever feasible. Funds will be deposited within seven (7) days of receipt.

(2) Authorized personnel appointed by the facility manager will be granted access to the account for writing checks and depositing of monies derived from the room rates, property sales, etc.

(3) The documents of authorized personnel able to access the account for purposes listed above will be retained in billeting fund records.

4-3 Billeting Fund Accountability.

a. Positive controls will be established to document and verify occupancy of each individual using the quarters operated by the fund. These controls will be in the form of occupant registration. Control documents will also include other pertinent information such as, date in and date out, unit, component, per diem entitlement, amount of room rate charged, amount of fee to be reimbursed, and status, e.g., AT, ADSW, AGR, etc.

b. The KSTC Commander will ensure that fund records reflect a complete and accurate audit trail of transactions and that the below financial records are maintained and is responsible for the transactions recorded thereon. Records will be kept in accordance with standards set by the USPFO. Examples of the forms used are shown in Appendix C. Changes to the forms will be approved by the USPFO before implementation. Forms may be maintained electronically, if desired, however, a hard copy must be able to be produced and must not lose its identity.

c. Checkbook Register, Excel spreadsheet. This form, commonly called the Register, will be used to record all transactions. Receipts, payments and accountable property values will be kept on the Checkbook Register. Totals for monies received and disbursed are automated by using formulas to add or subtract to help prevent human error. This Register is also used to generate a Revenue Report. The facility manager will ensure each entry is clearly posted with date, payee, voucher number, amount, balance, check number and description. This form maintains a running balance with closure balances of all entries on 30 September. The last entry on the Register for a fiscal year will be a statement indicating the last voucher for that fiscal year.

d. Receipt and Disbursement Voucher, DA Form 2107. A DA Form 2107 will be prepared for each receipt or payment. The DA Form 2107 will be numbered consecutively using the number and fiscal year, i.e., 1-07, 2-07, etc. or 07-1, 07-2. The description section will include the name of the person or firm receiving or making the payment, if appropriate, and a complete statement of the transaction. The amount received or paid will be noted in the appropriate column and will be reflected on the Total and Net columns as well. The check number and date of the check will be shown if funds are paid out. The facility manager will sign each voucher. Receipts and/or invoices will be attached to this record for inspection purposes. The first DA Form 2107 for each fiscal year will be a receipt voucher carrying forward funds from the ended fiscal year into the beginning fiscal year.

e. Bank Statements. Bank Statements are kept in the Master Voucher Book after they are reconciled by the Accountant employed by the NAF. Monthly bank statements are required. Each statement balance will be reconciled with Checkbook Register and checkbook. Any discrepancy noted will be resolved immediately. Bank statements will be signed by the facility manager indicating statement was reconciled and the date of the reconciliation.

f. Daily Cash Record. Each cashier should use a separate Daily Cash Record form. The form should show cash count at the end of the day, checks and negotiable instruments received, ending accountability and signatures of cashier and billeting manager. The Facility Manager will balance each cashier by comparing cash drawer, Daily Cash Record, and Billeting Receipts. Copies of appropriate documents will be kept in a separate file until the next inspection.

g. Receipt Export, Excel spreadsheet. This form is the Audits Report from the HOTEL System, commonly called the Export. It will be maintained to indicate status of each billeting receipt. The Export must indicate if receipt was voided, voucher number of deposit if known. Receipt Export will also indicate if any refund was given and voucher number of reimbursement to occupant. The form will be electronic and hardcopy printed as needed. A hardcopy will be retained with the file copy of billeting receipts.

h. Checkbook. Check book stubs will reflect all checks written, deposits, interest earned, and service charges, so they reflect the same balance as the Checkbook Register. Checks will be retained in numerical order or attached to the applicable DA Form 2107.

i. Records will be retained for at least three (3) years from the date of their inspection and then destroyed. Example: Records for fiscal year 2007 that were not inspected until 2009 would be retained until 2012, not just until 2010.

j. Check handling procedures are as follows.

(1) Stamp checks “FOR DEPOSIT ONLY” during each Daily Close procedure.

(2) Do not accept post-dated checks.

(3) Do not accept checks from anyone that has previously written a dishonored check.

k. Bad Debt.

(1) Bad debt usually will not exceed two weeks stay. When payment is made upon check in, two weeks should be sufficient time for any dishonored checks to be brought to the attention of the billeting manager.

(2) The issuing party will be contacted as soon as possible to initiate restitution for returned checks. Restitution must be made by cash, certified check, or money order. If contact with the individual party is not successful, the individual’s unit is contacted, first by phone then by memorandum so as to allow the unit time to correct the problem.

(3) The facility manager has the authority to write off a two week stay debt if funds are ultimately deemed unrecoverable. Any unrecoverable debts exceeding this amount will be forwarded to the USPFO for determination of appropriate action. A bad debt list will be forwarded to the USPFO quarterly.

l. Upon change of facility manager, a Certificate of Fund Transfer will be completed.

4-4 Room Rates.

a. Since occupant use of the facilities can only be estimated based on historical usage, the available funding cannot be predicted. A long range work plan and/or budget for the upcoming three years may be used by the Billeting Fund Advisory Council to plan and direct the use of the funds. This allows for necessary acquisitions and continuous day to day operations without calling a Billeting Fund Advisory Council meeting.

b. The actual room rate must be sufficient to cover the payroll of personnel paid from the NAF account and the replacement cost of amenities. Room rates and without charge circumstances will be reviewed annually, approved by the USPFO annually and maintained by the KSTC Commander. A guide to computing room rates is located in of NGR 210-50 Appendix E.

c. The single rate is for one person not sharing the room with another occupant. The normal rate is for double occupancy of the room, which is sharing the room with another person.

d. Room rates per bed are announced separately and are designated as follows:

(1) Retired Military: single rate and normal rate per night

(2) Military and DOD personnel: single rate and normal rate per night

(3) Authorized civilians: single rate and normal rate per night.

(4) Salina based 235th Regt instructors are allowed a single occupancy room without charge. The instructor list is updated by the units in the 235th, verified by the 235th full time S-3 and facility manager. Both signatures are required on the list to ensure accuracy.

4-5 Procurement.

a. All expenditures of the NAF will be used to support the billeting program only. Expenditures will be processed using a check written against the account or by use of authorized credit/charge cards.

b. Purchase Limits.

(1) The Billeting Manager has the authority of expending funds for a single property item up to $1,000.00 and projects up to $2500.00.

(2) Expenditures for a single property item from $1000.00 to $2500.00 and projects $2500.00 to $5000.00 will be approved by the facility manager.

(3) Expenditures for a single property item from $2500.00 to $5000.00 from and projects $5000.00 to $7500.00 will be approved by the Commander.

(4) All single item purchases exceeding $5000.00 or any project exceeding $7500.00 will be approved by the USPFO.

(5) Approval for expenditures exceeding billeting manager authority will be sent to through the expenditure levels to the appropriate authority.

c. Use of credit/charge cards.

(1) Intended use of the card is to purchase authorized items for the operation of Nickell Hall. Personal use is prohibited. Unauthorized items purchased will be required to be returned with refund to the NAF. Cardholder may be required to reimburse the NAF for unauthorized items that cannot be returned and refunded. All purchases on the cards are tax exempt.

(2) Fund Custodian will authorize the type of cards and users of all cards by memorandum.

(3) Control and accountability of cards will be established by review and signature on all vouchers by the facility manager and monthly review of invoices or receipts and signature on all card statements by the Commander. Each card statement will be marked “REVIEWED” along with the date it was reviewed.

4-6 Property Accountability.

a. A record of property purchased with funds from the NAF Nickell Hall billeting fund or gifts received will be maintained. Property will be evaluated for fair market value. Only items having an initial value of $250 or more and which do not lose their identity through use will be listed on this record. Property whose value is consumed upon first use, such as computer software and comparable items will not be entered on the property record.

b. An electronic Property Inventory Control Record will be used. This version contains the same information as the Property Control and Depreciation Record, DA Form 4078 and can be used to record all Nickell Hall property. NAF property must be distinguished separately from Federal and State property.

c. The facility manager, with appropriate approval described below, will have the latitude to dispose of, upgrade or sell NAF property accounted for on the Nickell Hall Property Inventory Control Record.

d. Property record data will be maintained in at least two separate locations.

e. NAF property considered no longer necessary for operations will be dropped from property accountability with approval from the USPFO. Approved dropped NAF property will be removed from the property record following the annual review by the USPFO for the fiscal year that it was dropped. Documentation for the approved drop must be retained for three years after the review.

f. The request to drop property will include:

(1) Property item number.
(2) Property description.
(3) Property serial number.
(4) Date acquired.
(5) Initial value.
(6) Reason for dropping from list.
(7) Means of disposal.

g. Property considered unnecessary will be deemed serviceable or unserviceable.

(1) Serviceable property items will be disposed of by sealed bid to private individuals, or trading to vendors for replacement equipment. Monies derived from any such sales will be deposited into the Nickell Hall billeting fund. If possible, pictures of serviceable property will be put on Kansas National Guard web site for individuals to see. If not feasible, then items for bid will be listed via Kansas National Guard e-mail, with as much information as to determine an accurate bid. Sealed bids will be sent to 235th Regiment administrative officer, either by regular mail or e-mail. Individuals with high bid will be given a reasonable amount of time to pick up items.

(2) Unserviceable property items will be destroyed beyond any usefulness and deposited in ordinary trash receptacles for disposal.

h. Federal property will be maintained through hand receipts, DA Form 2166, issued from the property owning organization. Hand receipts will be filed according to military policy.

4-7 Losses, Damage, Theft.

a. Billeting property required to be recorded on the property record, which is lost, damaged, destroyed, or stolen will immediately be reported to USPFO for determination of appropriate action.

b. Collection for Federal Property, which is lost, damaged, destroyed or stolen, will be initiated IAW AR 735-5. Appropriate action to contact law enforcement officials will be initiated if needed.

Appendix A
References

AR 210-50, Housing Management
AR 215-5, NAF Policy and Reporting Procedures
AR 735-5, Policies and Procedures for Property Accountability
DFAS-IN Regulation 37-1, Finance and Accounting Policy Implementation
JTFR/JTR, Travel Regulations for Military and Civilian
NGR 210-50, Chargeable Transient Quarters and Billeting Fund Management

Appendix B
Explanation of Abbreviations and Terms

ADSW-Active Duty Special Work

ADT-Active Duty for Training

AGR-Active Guard/Reserve

DFAC-Dining Facility

DOD-Department of Defense

DVD- Digital Video Disc

Federal/State Cooperative Agreement-Agreement entered into by the National Guard for construction, maintenance, repair or operation of facilities to be performed by the State entity.

JFTR-Joint Federal Travel Regulation

JTR-Joint Travel Regulation

Work Plan-Planning document that may be included with budget to identify and schedule work and services based on funding availability.

Appendix C
Documentation and Form Samples

Figure C-1: Checkbook Register
Figure C-2: Receipt and Disbursement Voucher sample 1
Figure C-3: Receipt and Disbursement Voucher sample 2
Figure C-4: Receipt and Disbursement Voucher sample 3
Figure C-5: Daily Cash Record
Figure C-6: Receipt Export left columns
Figure C-7: Receipt Export right columns
Figure C-8: Property Inventory Control Record
Figure C-9: Daily Close
Figure C-10: Error Close Report
Figure C-11: Certificate of Fund Transfer

Figure C-1: Checkbook Register

DATE	VENDOR PAYEE OR PAYEE	VOU #	RECEIVED	EXPENSES	BALANCE	PROP RCD	PROP DROP	PROP BALANCE	CK NUM	DESCRIPTON
10/01/04	FY-05 OPEN	05-0001			$ 180,827.97			$ 190,998.18		BALANCE BROUGHT FORWARD FROM FY
10/01/04	CASH / CHECKS	05-0002	$276.00		$ 181,103.97			$ 190,998.18		BOQ RCPTS
10/01/04	VISA/MC/DISC	05-0003	$708.00		$ 181,811.97			$ 190,998.18		CC BOQ RCPTS- $564.00 / $144.00
10/01/04	WESTERN UNIFORM	05-0004		$53.20	$ 181,758.77			$ 190,998.18	8337	LAUNDERING
10/04/04	CASH / CHECKS	05-0005	$1,038.00		$ 182,796.77			$ 190,998.18		BOQ RCPTS
10/04/04	VISA/MC/DISC	05-0006	$1,456.00		$ 184,252.77			$ 190,998.18		CC BOQ RCPTS- $200.00 / $1256.00
10/04/04	AMY ROSE	05-0007		$440.94	$ 183,811.83			$ 190,998.18	8338	MS 9-27 / 10-3
10/04/04	RHONDA WEIS	05-0008		$402.11	$ 183,409.72			$ 190,998.18	8339	MS 9-27 / 10-3
10/04/04	KIM JACKSON	05-0009		$185.50	$ 183,224.22			$ 190,998.18	9340	MS 9-27 / 10-3
10/04/04	AMY NORTON	05-0010		$196.24	$ 183,027.98			$ 190,998.18	8341	MS 9-27 / 10-3
10/04/04	GINA QUILES	05-0011		$251.84	$ 182,776.14			$ 190,998.18	8342	MS 9-27 / 10-3
10/04/04	ELIZABETH CORBETT	05-0012		$255.58	$ 182,520.56			$ 190,998.18	8343	MS 9-27 / 10-3
10/04/04	DARCI BRETTON	05-0013		$114.04	$ 182,406.52			$ 190,998.18	8344	MS 9-27 / 10-3
10/04/04	CINDY JEFFREY	05-0014		$60.60	$ 182,345.92			$ 190,998.18	8345	MS 9-27 / 10-3
10/04/04	CHRIS LITTLEPAGE	05-0015		$246.36	$ 182,099.56			$ 190,998.18	8346	CUSTODIAL N/H
10/04/04	SAMUEL CRUZ	05-0016		$197.93	$ 181,901.63			$ 190,998.18	8347	BILLETING CLERK
10/04/04	KIRK AMTOWER	05-0017		$197.22	$ 181,704.41			$ 190,998.18	8348	BILLETING CLERK
10/04/04	LORI SUPPES	05-0018		$229.16	$ 181,475.25			$ 190,998.18	8349	BILLETING CLERK
10/04/04	KANSAS PAYMENT CENTER	05-0019		$57.69	$ 181,417.56			$ 190,998.18	8350	LITTLEPAGE WITHHOLDINGS-CHILD SUPP
10/05/04	MIDWEST ACCEPTANCE	05-0020		$120.00	$ 181,297.56			$ 190,998.18	8351	INV# 3043
10/05/04	LIBERTY MUTUAL INSURANCE	05-0021	$5,292.00		$ 186,589.56			$ 190,998.18		OVERPAYMENT WORK COMP POLICY
09/26/05	TOM HEITER	05-1164		$49.57	$ 186,539.99			$ 190,998.18	9242	BILLETING CLERK
09/27/05	SAMUCK DOYLE	05-1165		$48.00	$ 186,491.99			$ 190,998.18		RTURNED CHECK- $48.00
09/27/05	ST. PAULs TRAVELERS	05-1166		$168.00	$ 186,323.99			$ 190,998.18	9243	WORK COMP POLICY
09/27/05	COUNTRY	05-1167		$12.98	$ 186,311.01			$ 190,998.18	9244	RENEWAL
09/27/05	CHASE BANK	05-1168		$4,208.71	$ 182,102.30	$2,499.99		$ 193,498.17	9245	CREDIT CARD PAYMENT
09/27/05	DROP PROPERTRY ONLY	05-1169			$ 182,102.30		$7,163.91	$ 186,334.26		LTR DATED 8/27/05
09/27/05	MIDWEST ACCEPTANCE	05-1170		$364.00	$ 181,738.30			$ 186,334.26	9246	INV#s- 3487 / 3497
09/27/05	AMERICAN HOTEL REGISTRY	05-1171		$1,146.69	$ 180,591.61			$ 186,334.26	9247	INV#- 4568338
09/27/05	AT & T	05-1172		$114.30	$ 180,477.31			$ 186,334.26	9248	1-888 #
09/28/05	SALINA COFFEE SYSTEMS	05-1173		$76.46	$ 180,400.85			$ 186,334.26	9249	ACCT #58039
09/28/05	TOM HEITER	05-1174		$92.27	$ 180,308.58			$ 186,334.26	9250	BILLETING CLERK
09/29/05	WESTERN UNIFORM	05-1175		$75.53	$ 180,233.05			$ 186,334.26	9251	LAUNDERING
09/30/05	VISA / MC /DISC	05-1176	$2,084.00		$ 182,317.05			$ 186,334.26		CC BOQ RCPTS- $24.00 / $2060.00
09/30/05	DARCI BRETTON	05-1177		$181.78	$ 182,135.27			$ 186,334.26	9252	MS
10/03/05	FY-05 CLOSEOUT- BALANCE F	05-1178			$ 182,135.27			$ 186,334.26		FY-05 CLOSEOUT BALANCE FORWARD- $2

Figure C-2: Receipt and Disbursement Voucher sample 1

NONAPPROPRIATED FUND
RECEIPT AND DISBURSEMENT VOUCHER
For use of this form, see AR 215-5; the proponent agency is USAFAC.

VOUCHER NO. 08-1

NAME OF FUND: Nickell Hall Billeting Fund

DATE: 1 Oct 07

DESCRIPTION	UNIT	AMOUNT RECEIVED		AMOUNT PAID*	
Transfer balance from same account of 30 Sep 07.		123,456	78		
Investment Account $101,223.34					
Regular Checking $22,233.44					
TOTAL		123,456	78		
LESS DISCOUNT					
NET		123,456	78		

*PAID BY CHECK NO. DATED

CHECK APPLICABLE BOX
☐ AUTHORIZED FOR PAYMENT ☒ AUTHORIZED FOR RECEIPT

TYPED NAME, GRADE, AND TITLE OF CUSTODIAN
KSTC Facility Manager or Commander

SIGNATURE OF CUSTODIAN
Ira Hotel

DA FORM 2107, MAY 1958 APD PE v1.00ES

Figure C-3: Receipt and Disbursement Voucher sample 2

NONAPPROPRIATED FUND
RECEIPT AND DISBURSEMENT VOUCHER
For use of this form, see AR 215-5; the proponent agency is USAFAC.

VOUCHER NO. 08-13

NAME OF FUND: Nickell Hall Billeting Fund

DATE: 26 Nov 07

DESCRIPTION	UNIT	AMOUNT RECEIVED		AMOUNT PAID*	
Payment to McNigh Supply Company				50	96
Parts and labor for repair of door to room 104.					
(Receipts and/or invoice attached behind this form.)					
TOTAL				50	96
LESS DISCOUNT					
NET				50	96

*PAID BY CHECK NO. 1654 DATED 26 Nov 07

CHECK APPLICABLE BOX
☒ AUTHORIZED FOR PAYMENT ☐ AUTHORIZED FOR RECEIPT

TYPED NAME, GRADE, AND TITLE OF CUSTODIAN
KSTC Facility Manager or Commander

SIGNATURE OF CUSTODIAN
Ira Hotel

DA FORM 2107, MAY 1958 APD PE v1.00ES

Figure C-4: Receipt and Disbursement Voucher sample 3

NONAPPROPRIATED FUND
RECEIPT AND DISBURSEMENT VOUCHER
For use of this form, see AR 215-5; the proponent agency is USAFAC.

VOUCHER NO. 08-105

NAME OF FUND: Nickell Hall Billeting Fund

DATE: 11 Feb 08

DESCRIPTION	UNIT	AMOUNT RECEIVED		AMOUNT PAID*	
Deposit of cash and checks for period 7-10 Feb 08.		760	00		
Receipt of room rates per listing.					
(Deposit slip and listing attached behind this form.)					
TOTAL		760	00		
LESS DISCOUNT					
NET		760	00		

*PAID BY CHECK NO. DATED

CHECK APPLICABLE BOX
☐ AUTHORIZED FOR PAYMENT ☒ AUTHORIZED FOR RECEIPT

TYPED NAME, GRADE, AND TITLE OF CUSTODIAN
KSTC Facility Manager or Commander

SIGNATURE OF CUSTODIAN
Ira Hotel

DA FORM 2107, MAY 1958 APD PE v1.00ES

Figure C-5: Daily Cash Record

Daily Cash Record

CASH COUNT			
Quantity	Denomination	Amount	
	Total Cash		

CASHIER ACCOUNTABILITY		
Total Cash and Checks		
Less Change Fund		
Net Cash		
ADD: Total Credit Cards		
Total Cashier Accountability		
Less: Register Accountability		
Cash Over		
Cash Short		
Certification For Turn In Of Cash, Accountable Items And Forms		
Turned In By (Cashier)	*Date Turned In*	

MasterCard	Visa	Checks
Credits	*Credits*	
Total MasterCard	***Total Visa***	***Total Checks***

Figure C-6: Receipt Export left columns

firstnam	midc	lastname	rank	unitc	bldgn	datein	dateout	payment	bedr	school	billrate	categor	branch	folioseria	totalcost	totalnigl	cashrece
JOSHUA		JAMIES	E4	108	_S77	02-Oct	03-Oct-0			_S7715	0	CAT3	_S771	1C00M9	0	1	0
LEE		SATTEF	Civilia	PITT	_S77	01-Oct	02-Oct-0	_S7714\		_S7715	30	CAT4	OT	1C10YV	0	1	0
LEE		SATTEF	Civilia	PITT	_S77	08-Oct	09-Oct-0	_S7714\		_S7715	30	CAT4	OT	1C10YV	0	1	0
BRYAN		SCHRO	E6	CLS	_S77	04-Oct	08-Oct-0	_S7714\		_S7715	24	CAT3	_S771	1CB14Y	0	4	0
STEPHA		SMITH	Civilia	TOP	_S77	01-Oct	02-Oct-0	_S7714\	227A	_S7715	30	CAT4	OTSTA	1CF0M9	30	1	30
JEFF		AUMEN	E8	71	_S77	01-Oct	03-Oct-0	_S7714\	421A	_S7715	24	CAT3	_S771	1BY0LZ	48	2	48
BILL		PENC	E7	714	_S77	01-Oct	02-Oct-0	_S7714\	414A	_S7715	24	CAT3	_S771	1CD0RN	24	1	24
RICK		VANRO	E7	714	_S77	01-Oct	03-Oct-0	_S7714\	271A	_S7715	24	CAT3	_S771	1CF0PY	48	2	48
DOMINI		ITALIAN	O5	CIVI	_S77	01-Oct	02-Oct-0	_S7714\	406A	_S7715	24	CAT3	_S771	1C40RY	24	1	24
LEE		SATTEF	Civilia	PITT	_S77	01-Oct	02-Oct-0	_S7714\	408A	_S7715	30	CAT4	OT	1C80Z8	30	1	30
JAMES		BERGEI	E4	714	_S77	01-Oct	03-Oct-0	_S7714\	301A	_S7715	24	CAT3	_S771	1CF0ZB	48	2	48
ROBERT		COLEM	CW4	108	_S77	01-Oct	03-Oct-0	_S7714\	274A	_S7715	12	CAT3	_S771	1CE0HD	24	2	24
KRIS		OVERM	O3	425	_S77	01-Oct	03-Oct-0	_S7714\	261A	_S7715	24	CAT3	_S771	1C80F3	48	2	48
MICHAE		KENNEI	E4	108	_S77	01-Oct	03-Oct-0	_S7714\	302A	_S7715	0	CAT3	_S771	1C00JS	0	2	0
HARRIS		PRICE	E4	714	_S77	01-Oct	03-Oct-0	_S7714\	416A	_S7715	24	CAT3	_S771	1CD12C	48	2	48
BRAD		CAUDIL	E7	714	_S77	01-Oct	03-Oct-0	_S7714\	339A	_S7715	24	CAT3	_S771	1CF0HV	48	2	48
NATHAN		PETRI	E3	714	_S77	01-Oct	03-Oct-0	_S7714\	419E	_S7715	12	CAT3	_S771	1CF0HT	24	2	24
THOMA		LOWE	Civilia	TOP	_S77	01-Oct	02-Oct-0	_S7714\	229A	_S7715	0	CAT5	OT	1CF117	0	1	0
DAVID		JERMAF	E4	40TI	_S77	01-Oct	03-Oct-0	_S7714\	405A	_S7715	12	CAT3	_S771	1C70HY	24	2	24
DANIEL		BYRD	E4	714	_S77	01-Oct	03-Oct-0	_S7714\	419A	_S7715	12	CAT3	_S771	1CF0HS	24	2	24
LEE		FRERIC	E8	714	_S77	01-Oct	03-Oct-0	_S7714\	264A	_S7715	24	CAT3	_S771	1CB0VJ	48	2	48
JAY		HEDKE	CW1	714	_S77	01-Oct	03-Oct-0	_S7714\	341E	_S7715	12	CAT3	_S771	1CC0LD	24	2	24
ROY		WAGNE	E6	714	_S77	01-Oct	03-Oct-0	_S7714\	405E	_S7715	12	CAT3	_S771	1CF11M	24	2	24
R		MATTHI	O2	108	_S77	01-Oct	03-Oct-0	_S7714\	407E	_S7715	0	CAT3	_S771	1C00JO	0	2	0
JIM		OLIVER	CW4	108	_S77	01-Oct	03-Oct-0	_S7714\	407A	_S7715	0	CAT3	_S771	1C00JL	0	2	0
GEORG	M	RUBIN	E6	RSP	_S77	01-Oct	03-Oct-0	_S7714\	328A	_S7715	24	CAT3	_S771	1CF14D	48	2	48
ERIC		AKERS	E5	DET	_S77	01-Oct	03-Oct-0	_S7714\	329A	_S7715	12	CAT3	_S771	1CF15C	24	2	24
STEVE		CRUSE	E6	DET	_S77	01-Oct	03-Oct-0	_S7714\	329E	_S7715	12	CAT3	_S771	1CF15F	24	2	24
DANIEL		LEECH	E4	714	_S77	01-Oct	03-Oct-0	_S7714\	325E	_S7715	12	CAT3	_S771	1CF16E	24	2	24
CLIFF		MITCHE	E6	714	_S77	01-Oct	03-Oct-0	_S7714\	331A	_S7715	24	CAT3	_S771	1CD0VC	48	2	48
ROBERT		KESLEF	E5	714	_S77	01-Oct	03-Oct-0	_S7714\	318A	_S7715	24	CAT3	_S771	1CE0LL	48	2	48

Figure C-7: Receipt Export right columns

cashbac	rateedite	roomtyp	genc	creditcarc	closed	voucher	roomrece	voided	notclean	lastfullcl	credita	reservatio	laststrip	signatu	datetime
0	TRUE	1	1	- - : :	- - : :		29769	TRUE	TRUE	23-Sep-0	- - :	FALSE	23-Sep-(	lsuppe:	16-Sep-0
0	TRUE	3	1	17-Sep-0	01-Oct-(	05-002	29781	TRUE	TRUE	17-Sep-0	- - :	FALSE	- -	Catheri	17-Sep-0
0	TRUE	3	1	17-Sep-0	12-Oct-(	05-033	29782	TRUE	TRUE	17-Sep-0	- - :	FALSE	- -	Catheri	17-Sep-0
0	TRUE	3	1	27-Sep-0	04-Oct-(	05-006	30045	TRUE	TRUE	27-Sep-0	- - :	FALSE	- -	tallimor	27-Sep-0
0	FALSE	3	2	25-Oct-0	01-Nov-	05-077	30049	FALSE	FALSE	02-Oct-0	- - :	FALSE	- -	lsuppe:	25-Oct-0
0	FALSE	3	1	01-Oct-0	04-Oct-(	05-006	30050	FALSE	FALSE	05-Oct-0	- - :	FALSE	- -	lsuppe:	01-Oct-0
0	FALSE	3	1	01-Oct-0	04-Oct-(	05-006	30051	FALSE	FALSE	02-Oct-0	- - :	FALSE	- -	lsuppe:	01-Oct-0
0	FALSE	3	1	01-Oct-0	04-Oct-(	05-005	30052	FALSE	FALSE	05-Oct-0	- - :	FALSE	- -	lsuppe:	01-Oct-0
0	FALSE	3	1	01-Oct-0	04-Oct-(	05-005	30054	FALSE	FALSE	02-Oct-0	- - :	FALSE	- -	samuel	01-Oct-0
0	FALSE	3	1	01-Oct-0	04-Oct-(	05-005	30055	FALSE	FALSE	02-Oct-0	- - :	FALSE	- -	samuel	01-Oct-0
0	FALSE	3	1	01-Oct-0	04-Oct-(	05-006	30056	FALSE	FALSE	07-Oct-0	- - :	FALSE	- -	samuel	01-Oct-0
0	TRUE	3	1	01-Oct-0	04-Oct-(	05-006	30057	FALSE	FALSE	05-Oct-0	- - :	FALSE	- -	samuel	01-Oct-0
0	FALSE	3	2	01-Oct-0	04-Oct-(	05-006	30058	FALSE	FALSE	05-Oct-0	- - :	FALSE	- -	samuel	01-Oct-0
0	TRUE	1	1	01-Oct-0	04-Oct-(		30059	FALSE	FALSE	05-Oct-0	- - :	FALSE	- -	samuel	01-Oct-0
0	FALSE	3	2	01-Oct-0	04-Oct-(	05-006	30060	FALSE	FALSE	05-Oct-0	- - :	FALSE	- -	samuel	01-Oct-0
0	FALSE	3	1	01-Oct-0	04-Oct-(	05-006	30061	FALSE	FALSE	04-Oct-0	- - :	FALSE	- -	samuel	01-Oct-0
0	FALSE	1	1	01-Oct-0	04-Oct-(	05-005	30062	FALSE	FALSE	05-Oct-0	- - :	FALSE	- -	samuel	01-Oct-0
0	TRUE	3	1	01-Oct-0	29-Nov-	cat5	30063	FALSE	FALSE	05-Oct-0	- - :	FALSE	- -	wmac	22-Nov-0
0	FALSE	1	1	01-Oct-0	04-Oct-(	05-006	30064	FALSE	FALSE	07-Oct-0	- - :	FALSE	- -	samuel	01-Oct-0
0	FALSE	1	1	01-Oct-0	04-Oct-(	05-005	30065	FALSE	FALSE	05-Oct-0	- - :	FALSE	- -	samuel	01-Oct-0
0	FALSE	3	1	01-Oct-0	04-Oct-(	05-006	30066	FALSE	FALSE	04-Oct-0	- - :	FALSE	- -	samuel	01-Oct-0
0	FALSE	1	1	01-Oct-0	04-Oct-(	05-006	30067	FALSE	FALSE	04-Oct-0	- - :	FALSE	- -	samuel	01-Oct-0
0	FALSE	1	1	01-Oct-0	04-Oct-(	05-005	30068	FALSE	FALSE	07-Oct-0	- - :	FALSE	- -	samuel	01-Oct-0
0	TRUE	1	1	01-Oct-0	04-Oct-(		30069	FALSE	FALSE	07-Oct-0	- - :	FALSE	- -	samuel	01-Oct-0
0	TRUE	1	1	01-Oct-0	04-Oct-(		30070	FALSE	FALSE	07-Oct-0	- - :	FALSE	- -	samuel	01-Oct-0
0	FALSE	3	1	01-Oct-0	04-Oct-(	05-006	30071	FALSE	FALSE	07-Oct-0	- - :	FALSE	- -	samuel	01-Oct-0
0	FALSE	1	1	01-Oct-0	04-Oct-(	05-005	30072	FALSE	FALSE	06-Oct-0	- - :	FALSE	- -	samuel	01-Oct-0
0	FALSE	1	1	01-Oct-0	04-Oct-(	05-005	30073	FALSE	FALSE	06-Oct-0	- - :	FALSE	- -	samuel	01-Oct-0
0	FALSE	1	1	01-Oct-0	04-Oct-(	05-006	30074	FALSE	FALSE	07-Oct-0	- - :	FALSE	- -	samuel	01-Oct-0
0	FALSE	3	1	01-Oct-0	04-Oct-(	05-005	30075	FALSE	FALSE	06-Oct-0	- - :	FALSE	- -	samuel	01-Oct-0
0	FALSE	3	1	01-Oct-0	04-Oct-(	05-006	30076	FALSE	FALSE	07-Oct-0	- - :	FALSE	- -	samuel	01-Oct-0

Figure C-8: Property Inventory Control Record

	DESCRIPTION & DISPOSITION	DATE ACQUIRED MO/YR	COST INITIAL	IDENTIFICATION NUMBER	LOCATION	RUNNING TOTAL
1	CART JANITOR	Nov-82			DROPPED 02/99	$ -
2	VACUUM POWER FLITE	Feb-85		41534	DROPPED 08/04	$ -
3	MICRO OVEN LITTON	May-85		78500	DROPPED 02/99	$ -
4	DRYER GE	May-85	$286.40	SR224510G	LR 9	$ 286.40
5	WASHER GE	May-85		SR139390G	DROPPED 08/99	$ 286.40
6	REFRIGERATOR HOT POINT	Jul-85		VZ100167	DROPPED 10/99	$ 286.40
7	A/C CARRIER	Jul-85		414697	DROPPED 10/99	$ 286.40
8	REFRIGERATOR SEARS	Aug-85	$149.00	50614395	RM 221	$ 435.40
9	REFRIGERATOR SEARS	Aug-85	$149.00	50614368	STORAGE- BOILER ROOM	$ 584.40
10	REFRIGERATOR SEARS	Aug-85	$149.00	50718329	RM 217	$ 733.40
11	REFRIGERATOR SEARS	Aug-85	$149.00	50718323	RM 235	$ 882.40
12	A/C CARRIER	Aug-85		62R517737	DROPPED 10/99	$ 882.40
13	A/C CARRIER	Sep-85		62R517732	DROPPED 10/99	$ 882.40
14	A/C CARRIER	Sep-85		62R517739	DROPPED 10/99	$ 882.40
15	A/C CARRIER	Sep-85		62R517734	DROPPED 10/99	$ 882.40
16	A/C CARRIER	Sep-85		62R517735	DROPPED 10/99	$ 882.40
17	TV EMERSON 12"	Oct-85		52814970	DROPPED 10/99	$ 882.40
18	TV EMERSON 12"	Oct-85		52814978	DROPPED 10/99	$ 882.40
19	REFRIGERATOR KENMORE	Feb-86	$139.99	50920595	RM 263	$ 1,022.39
20	REFRIGERATOR KENMORE	Feb-86	$139.99	50920609	RM 274	$ 1,162.38
21	REFRIGERATOR KENMORE	Feb-86	$139.99	50920843	RM 261	$ 1,302.37
22	REFRIGERATOR KENMORE	Feb-86		50920597	DROPPED 10/99	$ 1,302.37
23	REFRIGERATOR KENMORE	Feb-86	$139.99	50920575	RM 231	$ 1,442.36
24	A/C CARRIER	May-86		62R517733	DROPPED 10/99	$ 1,442.36
25	A/C CITATION	Jun-86		359088722	DROPPED 10/99	$ 1,442.36
26	A/C CITATION	Jun-86		648404201	DROPPED 10/99	$ 1,442.36
27	A/C CITATION	Jun-86		127764400	DROPPED 10/99	$ 1,442.36
28	A/C CITATION	Jun-86		648404203	DROPPED 10/99	$ 1,442.36
29	A/C HOT POINT	Jul-86		411480P1	DROPPED 10/99	$ 1,442.36
30	VACUUM EUREKA	Oct-86		865841	DROPPED 08/04	$ 1,442.36
31	VACUUM PANASONIC	Nov-86	$289.95	39641	BLDG 365 CUSTODIAL CLOSET	$ 1,732.31
32	REFRIGERATOR HOT POINT	Nov-86		800121	DROPPED 10/99	$ 1,732.31
33	REFRIGERATOR HOT POINT	Nov-86		801763	DROPPED 10/99	$ 1,732.31
34	REFRIGERATOR HOT POINT	Nov-86		800762	DROPPED 10/99	$ 1,732.31
35	REFRIGERATOR HOT POINT	Nov-86		800869	DROPPED 10/99	$ 1,732.31
36	REFRIGERATOR HOT POINT	Jan-87		804801	DROPPED 10/99	$ 1,732.31
37	REFRIGERATOR HOT POINT	Jan-87		802052	DROPPED 10/99	$ 1,732.31
38	REFRIGERATOR HOT POINT	Jan-87		801432	DROPPED 10/99	$ 1,732.31
39	REFRIGERATOR HOT POINT	Jan-87		804494	DROPPED 10/99	$ 1,732.31
40	REFRIGERATOR HOT POINT	Jan-87	$119.00	803408	RM 282	$ 1,851.31
41	REFRIGERATOR HOT POINT	Jan-87		800154	DROPPED 10/99	$ 1,851.31
42	REFRIGERATOR HOT POINT	Mar-87		838123	DROPPED 10/99	$ 1,851.31
43	REFRIGERATOR HOT POINT	Mar-87		804623	DROPPED 10/99	$ 1,851.31
44	TV 19" KTV W/REMOTE	Mar-87		94081352	DROPPED 10/99	$ 1,851.31
45	TV 19" KTV W/REMOTE	Mar-87		86130180	DROPPED 10/99	$ 1,851.31
46	A/C HOT POINT	Apr-87		416258	DROPPED 10/99	$ 1,851.31
47	A/C HOT POINT	Apr-87		400807	DROPPED 04/99	$ 1,851.31
48	VCR MIDLAND	Apr-87		6041134	DROPPED 01/00	$ 1,851.31
49	A/C CROSLEY	Apr-87		4814133366	DROPPED 10/99	$ 1,851.31
50	A/C CROSLEY	Apr-87		4814153366	DROPPED 10/99	$ 1,851.31
51	A/C CROSLEY	Apr-87		4813963366	DROPPED 10/99	$ 1,851.31
52	A/C HOT POINT	Jun-87		416300	DROPPED 10/99	$ 1,851.31
53	STEAMER BISSEL	Sep-87			DROPPED 01/00	$ 1,851.31
54	REFRIGERATOR HOT POINT	Oct-87		814308	DROPPED 10/99	$ 1,851.31

Figure C-9: Daily Close

Daily Close for 07/25/2007

07/25/2007 Page 1

Pay Type	Guest Fee	Amt Tendered	Change Due	Voucher
Cash	840.00	840.00	0.00	
Visa	2472.00	2472.00	0.00	
Master Card	216.00	216.00	0.00	
Government	0.00	0.00	0.00	
Other	0.00	0.00	0.00	
Discover	0.00	0.00	0.00	
AMER-X	0.00	0.00	0.00	
Credit-Cash	0.00	0.00	0.00	
Credit-Visa	0.00	0.00	0.00	
Credit-Master Card	0.00	0.00	0.00	
Credit-Government	0.00	0.00	0.00	
Credit-Other	0.00	0.00	0.00	
Credit-Discover	0.00	0.00	0.00	
Credit-AMER-X	0.00	0.00	0.00	
Totals	3528.00	3528.00	0.00	

Till Beginning Balance: _____

Till Ending Balance: _____

Over/Under: _____

Reason: _____

_____

Initials:_____ _____

Figure C-10: Error Close Report

Error Close Report for 02/23/2007 02/24/2007 Page 1

(Items on this report reflect a missing payment type or where the cash received is less than the cost of the room.)

Firstname	Middle	Lastname	Receipt No.	No Pay Type	Datein	Dateout	Pmt Type	Guest Fee	Cash Tend.
KIRK	W	AMTOWER	17497	*	08/18/2002	08/23/2002		120.00	0.00
ALVINE		GAYLE	28877	*	07/19/2004	08/01/2004		156.00	0.00
CURT		BURNS	30791	*	12/01/2004	12/02/2004		12.00	0.00
SHERITA		MCCRAY	30824	*	12/05/2004	12/18/2004		156.00	0.00
KEN		MCDUFFEY	30820		12/05/2004	12/19/2004	Cash	168.00	0.00
JONATHAN		OGLETREE	31799		02/20/2005	02/25/2005	Other	150.00	0.00
TIM		YEVAK	31800		02/20/2005	02/25/2005	Other	150.00	0.00
TOMMY		NEILL	32122		03/22/2005	03/24/2005	Visa	48.00	0.00
MONICA		HOOD	32630		04/16/2005	04/17/2005	Visa	12.00	0.00
JONATHAN		HAWKINS	32813		04/23/2005	04/24/2005	Government	12.00	0.00
WILLIAM		LACHANCE	32814		04/23/2005	04/24/2005	Government	12.00	0.00
LISA	DRILL	WEISHAAR	32811		04/23/2005	04/24/2005	Visa	24.00	0.00
ROBERT	DRILL	WINDHAM	32808		04/23/2005	04/24/2005	Visa	24.00	0.00
REBECCA		TIMES	33212	*	05/14/2005	05/15/2005		24.00	0.00
CHRISTOPHER		BOAL	33324		05/20/2005	05/21/2005	Visa	24.00	0.00
KYLE		CHANSLER	33336		05/20/2005	05/21/2005	Visa	24.00	0.00
JEFF		FREEBORN	33346		05/20/2005	05/21/2005	Government	12.00	0.00
SHANE		PRUENTE	33325		05/20/2005	05/22/2005	Visa	24.00	0.00
MICHAEL		QUENZER	33391		05/20/2005	05/21/2005	Visa	12.00	0.00
BRIAN		KOMAR	33390		05/21/2005	05/22/2005	Visa	24.00	0.00
LEONARD		MCNUTT	33376		05/21/2005	05/22/2005	Visa	12.00	0.00
CRAIG		MILLER	33394		05/21/2005	05/22/2005	Visa	12.00	0.00
MARK		SEATS	33372		05/21/2005	05/23/2005	Visa	24.00	12.00
BOBBY		LOCKWOOD	33566		05/31/2005	06/01/2005	Visa	12.00	0.00
KEITH	W	PETERS	33560	*	05/31/2005	07/02/2005		384.00	0.00
BRIAN		KEATING	33588		06/01/2005	06/02/2005	Master Card	12.00	0.00
KENNETH		NELSON	33578		06/01/2005	06/03/2005	Visa	48.00	0.00
CHRIS		BOAL	33590	*	06/02/2005	06/03/2005		24.00	0.00
RYAN	A	BERNARD	33625	*	06/03/2005	06/05/2005		24.00	0.00
TIMMEY		MCCLURE	33678	*	06/03/2005	06/04/2005		12.00	0.00
ANTONIO	B	PARSONS	33645	*	06/03/2005	06/05/2005		24.00	24.00
JOE		BROOKS	33741		06/04/2005	06/05/2005	Visa	12.00	0.00
DANNY		KISSINGER	33740		06/04/2005	06/05/2005	Visa	12.00	0.00
LEONARD		MCNUTT	33739		06/04/2005	06/05/2005	Visa	12.00	0.00
DENNIS		NOLL	33692		06/04/2005	06/05/2005	Visa	24.00	0.00
CRAIG	L	LEDET	33767		06/04/2005	06/05/2005	Visa	12.00	0.00
KURT	A	WASSENBERG	33775		06/04/2005	06/05/2005	Visa	12.00	0.00
423RD		423RD	33853	*	06/07/2005	06/08/2005		12.00	0.00
RESERVES		ARMY	33809	*	06/07/2005	06/08/2005		12.00	0.00
RESERVES		ARMY	33810	*	06/07/2005	06/08/2005		12.00	0.00
RESERVES		ARMY	33811	*	06/07/2005	06/08/2005		12.00	0.00
RESERVES		ARMY	33812	*	06/07/2005	06/08/2005		12.00	0.00
RESERVES		ARMY	33813	*	06/07/2005	06/08/2005		12.00	0.00
RESERVES		ARMY	33814	*	06/07/2005	06/08/2005		12.00	0.00
RESERVES		ARMY	33815	*	06/07/2005	06/08/2005		12.00	0.00
RESERVES		ARMY	33816	*	06/07/2005	06/08/2005		12.00	0.00
RESERVES		ARMY	33817	*	06/07/2005	06/08/2005		12.00	0.00
RESERVES		ARMY	33818	*	06/07/2005	06/08/2005		12.00	0.00
RESERVES		ARMY	33819	*	06/07/2005	06/08/2005		12.00	0.00

Figure C-11: Certificate of Fund Transfer

CERTIFICATE OF FUND TRANSFER

I certify that to the best of my knowledge and belief, the balance reflected on the Financial Statement and Schedule of Operating Expenses for period ending _____, is true and correct.

_____ _____
(Date) (Outgoing Fund Manager)

I accept responsibility based on the fund and property balances as indicated on the Financial Statement referred to above, beginning with the period _____.

_____ _____
(Date) (Incoming Fund Manager)

Approved: _____
(Date)

_____
(KSTC Commander)

Appendix D
Management Control Checklist

General
1. Is there a fund manager appointed?
2. Is there a Billeting Fund Advisory Council appointed?
3. Are there minutes from the last annual Advisory Council meeting?
4. Are all pertinent regulations, standing operating procedures, laws, and policy letters available?
5. Are customer surveys utilized?
6. Is overall account value, cash available and expenditures communicated to the Billeting Fund Advisory Council on an annual basis?
7. Is the room rate for official and unofficial rates approved by the USPFO?
8. Is there a building and grounds maintenance/repair system?
9. Is there evidence of continual improvements?

Operation
1. Are rooms inspected for cleanliness and maintenance?
2. Is appropriate occupant category recorded in the HOTEL system?

Security
1. Are there good security standards for keys, buildings and property?
2. Is the HOTEL system access limited?
3. Are HOTEL system files and property record backed up and secured off site?
4. Are procedures in place to secure cash, checks, credit/charge cards and credit card slips?

Financial Management
1. What is balance of fund?
2. Are funds being kept in an interest bearing account by the fund manager when feasible?
3. Are receipts controlled and are all receipts accounted for?
4. Is there a reservation system and non-availability register?
5. Is there a purchase instrument for procuring billeting fund property?
6. Is there a general ledger for tracking activity to include occupancy?
7. Is there a cashier’s record with incoming funds from cashiers?
8. Are non-official charges being forwarded to the USPFO?
9. Do disbursements match invoices or receipts?
10. Is the checkbook balanced against bank statements?
11. Are property books maintained and items picked up for accountability as required?
12. Are funds being expended for authorized purposes?
13. Do expenditures have proper approval level?
14. Do documents specifically and accurately portray activity of the account?
15. Is there a recorded property inventory by Facility Manager during fiscal year?