DEPARTMENT OF THE ARMY
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3 January 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Morale, Welfare, and Recreation (MWR) Fund Advisory Council

1. **Purpose:** Reference NGR 215-1, Section III (NAFI Councils) and AR 215-1 (Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities). This memorandum establishes procedures for Camp Roberts' Morale, Welfare, and Recreation (MWR) Fund Advisory Council.

2. **Appointments:** The Post Commander will appoint an Advisory Council. Initial membership will consist of the Deputy Commander, CSM, DPTMS, DPW, DOL, HHD Readiness NCO, MATES, RTS-M, 1-223 Infantry Regiment, and C/ 302 Signal Battalion. The full-time DPCA director will serve as MWR Manager (non-voting member of council).

3. **Meetings:** The Deputy Commander will convene the MWR Fund Advisory Council in the Bldg 109 conference room on the fourth Thursdays of each month at 1100. Stand-ins or proxies are acceptable. Members may teleconference should they be unable to attend a meeting due to a TDY or other travel. The quorum for voting is five members and/or proxies present or via teleconference.

4. **Role of Council:** The council will be a non-governing advisory committee whose primary responsibility is makes recommendations to the Post Commander/ Training Site Manager as to local MWR policy, procedures, projects, and budgets. Council members will not have any command influence over day-to-day operations as individuals. The Post Commander is the final approving authority for all recommendations derived by the Council members.

5. **Agendas:** The agenda should be published at least three days prior to the meeting. Members may suggest topics directly to the MWR Manager.

6. **Minutes:** Minutes will be recorded by the MWR Manager and approved by the Commander.

7. **Special Votes:** From time to time special needs may arise. Requests for budget amendments and exceptions to policy may be e-mailed to council members for a special vote. These votes will be printed and retained in the record.

8. Fund Accountability. The MWR Manager will account for funds in accordance with the following guidelines and present a budget report to the council at each meeting. The DPCA will conduct a monthly audit of the NAF accounts, maintain a file record of the audits, and present findings to the MWR Manager and the Post Commander/ Training Site Manager.

a. Financial records will include but are not limited to:

(1) General ledger, or similar account activity tracking document. A double-entry system is recommended with debits and credit columns. Although highly recommended, a computer-based system is not mandatory, and the General Ledger may be a pen-and-paper based document; the only requirement is that it meets the JFHQ-CA financial manager or auditor approval.

(2) Receipts and invoices, or similar sequential numeric receipts. A computerized receipt or pre-printed system requires minimal information for the installation (training center name and address), for individuals (customer's name and address, duration of use, rate and cost for reimbursement) and provides a tracking system for funds. The cost of pre-printed receipts is an administrative expense to the MWR program.

(3) Bank statements, used to balance the checkbook (and general ledger).

(4) Purchase requests instruments; forms and documents for tracking and recording requests for and approvals of fund disbursements for and receipt of supplies and services.

b. All fund disbursements will be supported by the following documents:

(1) Purchase Instrument (e.g., copy of the check).

(2) Receiving documentation.

(3) Invoice or purchase receipts. Commander will initial approval of all purchases over $100.

c. Assets (cash and property) generated through the MWR funds will be expended or used only to support the MWR program.

9. My telephone number is CAGNET 68201.

JOHN F. SMITH
COL, FA, CA ARNG
Commanding

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B (Garrison Staff and Tenant Organizations)

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