



Office of the Chief of Staff  
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VADF-HCS


11 September 2001

MEMORANDUM FOR: See Distribution

SUBJECT: VaDF Regulation N0. 230-65 (Fund Accountability)

Enclosed is a revised copy of subject regulation. This regulation becomes effective as of its published date, 1 October 2001.

FOR THE COMMANDER:

  
BOBBIE R. ELLER  
COL GS VaDF  
Chief of Staff

CF:  
CG  
Bde Cdrs  
Bn Cdrs  
Avn Bn Cdr  
Staff  
File

Unit Fund

FUND ACCOUNTABILITY

This regulation supersedes previous ones and is effective upon receipt.

This regulation is to apply to and be implemented by all units that maintain funds for expenditure of items required for daily operations or morale purposes.

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## GENERAL INFORMATION

1. **ACCOUNT.** A checking account in the name of the unit will be established, requiring two signatures, with the custodian and any one of the other two council members available to sign in accordance with council authorization to disburse funds.
2. A receipt book will be used to record all funds received and the source of the funds will receive the original copy of the receipt. All receipts will be numbered consecutively beginning with the number 1 or if the receipt book is pre-numbered the first number will be the number printed on the first receipt. All deposit funds will receive the original copy of the receipt. All receipts will be numbered receipts number or numbers making up the deposit. All deposit slips, bank statements, and receipts for expenditures will be maintained in a permanent voucher file.
3. **AUDITS.** All funds will be audited annually by a designated staff officer from the next higher command; i.e. battalions will audit company funds, brigades audit battalion funds and the Division Finance Officer will audit brigade funds. In addition, each time that a fund is transferred to a different custodian, an audit of the fund will be made by the next higher command designated staff officer. A copy of each audit report will be forwarded to Division Headquarters, ATTN: Division Finance Officer no later than 30 days of the change.

### 3. GENERAL INFORMATION.

- a. The fund custodian will be responsible for safeguarding and promptly depositing all funds received. Funds can be derived from VaDF social functions or other planned VaDF activities that are designated to maintain a reasonable flow of funds to assist with non-state fund expenditures. As an example, funds donated and received from a sponsor of a local community event where the VaDF provides traffic/crowd control, i.e. Montpelier Hunt Races, Somerset Steam Engine Festival, etc.
- b. All funds disbursed will be documented as outlined in Paragraph 2 above. Tangible items purchased with unit funds will automatically become Unit/State property and are accounted for as per logistic requirements.
- c. Solicitation of funds as donations from individuals, companies, or businesses in the name of the Virginia Defense Force is strictly prohibited.
- d. Changes in fund custodian will be accomplished as follows:

1. Certificate of Transfer, Appendix B.



APPENDIX B

CERTIFICATE OF FUND TRANSFER

UNIT FUND DESIGNATION \_\_\_\_\_

I certify that to the best of my knowledge and belief the balance reflected on the Bank Reconcilliation for the period ending \_\_\_\_\_ is true and correct.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Retiring Custodian Signature

I accept responsibility based on the fund as indicated on the Bank Reconcilliation referred to above, beginning with the period \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Successor Custodian

In the event the successor custodian is not satisfied that the fund is accurate, the acceptance may be conditioned upon audit verification.