



DEPARTMENT OF THE NAVY
JOINT BASE PEARL HARBOR HICKAM
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PEARL HARBOR HI 96360-6102

JEPHINST 7010.6

JB00

24 Jun 11

JOINT BASE PEARL HARBOR HICKAM INSTRUCTION 7010.6

From: Commander, Joint Base Pearl Harbor-Hickam (JBFHH)

Subj: CHAPEL TITHES AND OFFERING FUND (CTOF)

Ref: (a) AIR FORCE INSTRUCTION 52-105, Volume 11
(b) MILPERSMAN 1730 010

Encl: (1) CTOF Request Form
(2) Project Officer Worksheet
(3) Project Officer's Guidelines Memo
(4) Project Officer Check Receipt
(5) CTOF Deposit Worksheet

1. Purpose. To establish and administer the CTOF, in accordance with reference (a). Specific religious and lay led groups must be authorized in accordance with reference (b) and by the Commander, Joint Base Pearl Harbor-Hickam. This instruction should be reviewed in its entirety.

2. Background. The CTOF is established for use by those faith groups who wish to emphasize voluntary contributions and benevolences as integral to worship and religious life. Those authorized faith groups that receive and disburse funds must do so through the CTOF. Accordingly, there will be one checking account for the CTOF with separate ledger accounts maintained for each authorized faith group.

3. Applicability. This instruction applies to all Chaplain Corps personnel, contractors, program leaders, and anyone else authorized access to JBFHH Chapel Tithes and Offerings Fund.

4. Action

a. CTOF Administrator. The Joint Base Pearl Harbor-Hickam Command Chaplain will be designated in writing as the CTOF Administrator.

b. CTOF Account Manager. The Account Manager will be designated in writing. The Joint Base Command Chaplain, Deputy Joint Base Chaplain or the non-commissioned officer in Charge (NCOIC), chaplain operations personnel will not be Account Managers. The CTOF Account Manager is responsible to the joint base chaplain for proper accounting of all funds. They will comply with all applicable higher headquarters directives, instructions and this operating instruction.

CTOP may be used to purchase farewell/appreciation mementos not exceeding \$20.00 to recognize persons who have greatly contributed to the success of the Command Religious Program (CRP). Any gratuities or donations received from CRP functions (baptism, wedding, choir events, etc.) will be deposited into the respective fund sub account. Utilize the CTOP Sub-Account Receipt to acknowledge individual donations equal to or greater than \$250.00 ensuring compliance with Internal Revenue Code Sec. 170 (f) (B).

b. Responsibilities. The responsibilities listed below are in addition to ones outlined in reference (a). All personnel utilizing chapel titles and offerings funds are required to maintain a familiarization of this AP1.

a. Joint Base Command chaplain (JBCC). The JBCC shall:

(1) Endorse and approve the annual JBP HH CTOP Program Plan, and program amendments over the amount of \$1,000.00.

(2) Ensures that funds are not obligated prior to program plan approval or program plan amendment approval and ensures that program plan amendments are kept to a minimum.

(3) Oversees administration, procedures, and processes and ensures internal controls have verifiable audit trails.

(4) Reviews and verifies the accuracy of the monthly Fund Assessment after the initial inspection by the JBP HH NCOIC, Chapel Operations.

(5) Approves all modifications to the annual JBP HH CTOP budget in writing. If multiple changes are required, an official memorandum is prepared with the modifications to the Account Manager and forwarded to Chaplain Corps Accounting Center (CCAC).

(6) Ensures chaplains, chaplain assistants (CAs), Religious Program Specialists (RPS), contractors, and key program leaders are trained on CTOP processes annually.

(7) Determines the appropriateness of CTOP non-personal agreement positions.

(8) Chair the JBP HH Financial Working Group (JBP HH FWG).

a. NCOICs. The NCOICs shall:

(1) Advise all personnel utilizing the CTOP on procedures, policy and associated directives regarding CTOP administration.

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(2) Performs and documents a monthly assessment of the fund records and submits the documentation of the assessment to the JBCC for review.

(3) Serves as the approving official for non-personal services instruments. Reviews and approves all Statements of Work (SOW) and non-personal services instruments prior to advertisement, legal review, and award.

(4) Responsible for the upkeep of contract folders and yearly reviews.

c. Senior Faith Group Chaplain. The Senior Faith Group Chaplain shall:

(1) Chair the Faith Group Advisory Council (FGAC) to formulate a parish account program plan based on program needs and ministry requirements for submission to the FWG no later than 5 July annually.

(2) Responsible for the development of their faith group and denominational program plan based on FGAC inputs.

(a) Program plans include: A balanced budget reflecting anticipated income, retained earnings and expenses, including a comprehensive needs assessment, program travel requirements, and a calendar of events per program. The Account Manager with CCAC establishes and provides a base line for retained earnings required for carry over into the next fiscal year based on CCAC budget procedures.

(b) A complete designated offering listing/schedule that includes when the offering is received, recipient, complete mailing address and amount to be designated, if applicable.

(c) Identifies Program Leaders for each program, monitors fund activity in consultation with the Account Manager and submits all out of cycle account program plans to the Account Manager. The Account Manager forwards to the JBCC for approval.

d. Account Manager. The Account Manager shall:

(1) Develop the annual sub account program plan using inputs from the Program Leaders and FGAC.

(2) Compile a list of designated offering beneficiaries from inputs by the FGAC and forward through the JEPH FWG to JBCC for approval.

(3) Ensure that designated offerings are announced in the congregation and a other means at least one week prior to collection.

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(4) Avoid attaining a dependency relationship with a recipient of a designated offering by the CTOF being the only or major contributor to their charity or by collecting multiple offerings for the same charity in one fiscal year.

(5) Ensure there are no "Love Offerings" to individuals or groups. Use budgeted Honoraria funds.

(6) Periodically review the account balance sheet, program plan status, and purchases to ensure their sub account is within program plan guidelines and reflects good stewardship of funds.

(7) Approve and process all transactions and submits appropriate documentation to CCAC. Monitor accounting reports on a daily basis to track CTOF transactions.

(8) Coordinates corrective actions with CCAC as required. Tracks individual project officer reports to ensure reports are turned in on a timely manner.

(9) Provide training to Program Leaders for utilization of the CTOF.

(10) Reconciles and verifies the accuracy of all transactions, check register, credit card register and financial institution statements.

e. Program Leader. Program Leaders shall:

(1) Be an active member of their faith group within the chapel program.

(2) Submit annual program plan to Senior Faith Group Chaplain for submission to FWG.

(3) Serve as a member of the Protestant Advisory Council.

f. Financial Working Group (FWG) responsibilities:

(1) Validate and adjust as necessary an annual comprehensive chapel program plan (budget, designated offering list each fiscal year to include both one-time and recurring activities). The proposed plan is to be submitted to JFCC annually no later than 31 September.

(2) Review the CTOF portion of the Annual Statement of Assets and conduct meetings to insure proper stewardship of funds.

(3) Meet at least twice a year, once in March and August. At a minimum, the group is composed of the JFCC, Deputy JEPHIN Chaplain,

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Senior Protestant Chaplain, Senior Catholic Chaplain and the JBPHH NCOICs.

(1) Recommends approval, disapproval, changes and updates to annual account program plan to the JBPHH Chaplain (or designee).

g. Faith Group Advisory Council responsibilities:

(1) Prepares an annual plan each fiscal year to include both one-time and recurring activities as well as projected income. The proposed plan is to be submitted to the Account Manager no later than 31 July.

(2) Prepares a list of designated offering beneficiaries to be submitted to the Account Manager no later than 31 July each year for the following fiscal year.

6. Accounting Procedures

a. Overall Procedures:

(1) The Account Manager completes all daily transactions authorized by reference (a) and the JBCC (or designee) as indicated by their approved annual program plan and individually approved fund requests.

b. TCOF Government Purchase Card (GPC) Cards:

(1) The Approving Official or the JBPHH NCOIC cannot be a cardholder.

(2) Each card will have a monthly purchasing limit of no more than \$10,000.00 and a single purchase limit of no more than \$3,000.00.

(3) Each cardholder will maintain their individual cards.

(4) After the purchase, the cardholder returns the card and receipt(s) to the accounting technician within 3 working days of completion of the purchase.

(5) The JBCC (or designee) will provide training to each cardholder.

(6) The JBCC (or designee) will appoint cardholder in writing.

(7) TCOF Request forms will be completely filled out and signed by the appropriate Account Manager and Approving Official prior to processing by the TCIC.

(8) CTOF Request Forms and Receipts will be grouped by cardholder and filed in the monthly accounting folder following the consolidated statement and behind the individual cardholder statements on which they appear.

(9) The Accounting Manager will maintain a GPC continuity binder with the following sections:

- (a) Consolidated purchase log.
- (b) Dispute correspondence.
- (c) Training documentation.
- (d) Cardholder appointment letters.
- (e) Guidance.
- (f) Miscellaneous.

(10) Lost/stolen cards will be reported immediately to the Approving Official and to the issuing bank.

(11) The cardholder is in a position of "Public Trust" requiring each cardholding individual to maintain the highest ethical standards when using the card. The card will be used only to conduct official CTOF business and strictly adhere to GPC program limitations. The Approving Official will provide appropriate training. Use of the GPC card for personal purchases is strictly prohibited. Improper use constitutes grounds for punitive action against the offender.

(12) If more than seven cardholders are needed, the JBCC or Designee will appoint another Approving Official.

(13) Approving Officials cannot be cardholders.

(14) Cardholders will reconcile their GPC log and provide them to the Approving Official no later than the 20th of each month.

11. Accounting for Income

(a) The Account Manager verifies contributions within two working days of the service or event.

(b) The Account Manager will prepare and issue bank deposit tags for all contributions.

(c) When counting funds, the counters will utilize enclosure (5) and deposit only in accordance with examples and procedures posted in the counting room. Enclosure (6) will be utilized to document all

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offerings, retreat/conference collections, donations and fundraiser proceeds.

d. Two unrelated, properly trained, individuals over the age of 18 will count offerings for each service. Chaplain Corps Personnel and their family members are prohibited from counting the offerings.

e. The Account Manager will forward applicable amounts to the CCAC. Any discrepancies between the deposit slip, bank deposit receipt and enclosure (5) will be reported to the NCOIC.

f. Interest earned on accounts will be accounted for during account reconciliation. The Account Manager will edit the checking interest entry in the General sub account immediately following reconciliation. Interest earned from savings and certificates of deposit are posted to the owning faith group's or denomination's sub account.

8. Ordering Goods and Services

a. Enclosure (1) will be completely filled out and signed by the faith group chaplain prior to processing by the Accounting Manager.

b. Purchase orders will be used only when absolutely required by the vendor.

9. Accounting for Disbursements

a. All bills or receipts from vendors must be filed in the monthly record in which the payment is made.

b. The receipt and all appropriate documentation will be attached to the check voucher.

c. All checks will be printed by laser printer directly from the accounting system.

d. Use of any type of cover correction: (white out, etc) is prohibited on checks.

e. Voided checks require the Accounting Manager to write "VOID" across the signature lines and amount lines. Voided checks will be filed in audit records.

f. Blank check stock will be stored in the attic.

10. Project Officer Responsibilities

a. Project officers are authorized advance funds with the approval of the appropriate faith group chaplain then forwarded to the Account Manager provided the following qualifications are met:

(1) Immediate payment or exact cost cannot be computed in advance.

(2) GPO card cannot effectively meet the needs of the purchaser.

b. The Account Manager is responsible for briefing the project officers concerning their responsibilities and dollar limitation. The Account Manager will also provide enclosure (3) to each project officer.

c. Returned monies will be deposited into the Bank of Hawaii by the project officer to reflect the true expense for that budget item.

d. Project officers will submit enclosures (2) and (4) within five working days after the completion of the event.

(1) The report will list each purchase made to include vendor name, general purchase description and dollar amount. If receipts do not match, written explanation must be provided.

(2) Included with the report: all receipts for goods and services, bank deposit slip reflecting money deposited back into the JEPHNS CPOF.

(3) All reports are given to the Account Manager.

11. Non personal Service Agreements

a. All non personal service providers will be retained via Non-personal Service Agreements with Attached Statement of Work.

b. Non personal Service Agreements are allowed an annual cost of living increase. The increase will be applied at the beginning of the fiscal year during the renewal process. The percentage increase will be the same figure used by the government to increase active duty military incomes each calendar year. The figure from the beginning of the last calendar year will be utilized for the cost of living increase.

c. All non personal Service Agreements will be filed utilizing the following process:

(1) Non-personal Service Agreements are renewable for a term of one year. Four is the limit on the number of renewals made. Renewable Non-personal Service Agreements may be renewed without further process.

(2) Non-personal Service Agreements will be advertised no less than 14 days in the JBPPI Commanders Channel, Base Paper Ho'okole, Chapel 8 Notes, Base Notes and the Chapel Bulletin/Announcements. Additional advertising avenues may be used.

(3) A panel of three members will interview each applicant. All interview questions and audition material will be standardized for all applicants.

(4) Applicant will be considered based on a combination of qualifications and bid amount. The final selection is based on "best value." Bids must be acceptable under current budget constraints.

(5) The Non-personal Service Agreements, copies of Non-personal Service Agreement advertisement, interview questions, interview point results, and bids will be filed together by the Accounting Manager in the applicable non-personal Service Agreements folder.

12. Reporting

a. The Account Manager sends the Endorser Appreciation offering to HQ USAF/HC as determined by HQ USAF/HC policy.

b. The Account Manager reviews on a monthly basis and notifies Account Managers of any trends, possible problems and program status:

- (1) Balance Sheet
- (2) Transaction Detail Sheet
- (3) Budget Comparison

c. The Account Manager prepares financial reports for informational purposes when requested by the JPOC, senior faith group chaplain, WFOC or program leaders. All others will request financial reports through one of the individuals listed above.

13. Miscellaneous

a. All fundraisers will be coordinated for approval through the JPOC, local services, when required, and the JBC. All monies received by Chapel sponsored fundraisers will be accounted in the JBPPI CTRF.

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b. Upon approval of the Account Manager, Senior Faith Group Chaplain or the JBCC, reimbursements are allowed utilizing enclosure (1). Reimbursements are only in extraordinary circumstances; and reimbursements will be considered on a case by case basis.

14. Filing Procedures

a. The Account Manager will maintain monthly accounting record folders in accordance with reference (a).

b. The Account Manager will maintain a CTOF continuity binder with contents in HQ PACAF/HC CTOF Comprehensive Assessment Checklist.

15. Fixed Assets

a. The Account Manager will ensure a complete inventory of fixed assets is accomplished annually in September. Each fixed asset will be marked or labeled in order to identify it as a JEPHH CTOF Fixed Asset.

b. All items valued in excess of \$1,000.00 are inventoried. Other items may be entered on the fixed asset inventory as determined by the JBCC (or designee).

c. The JEPHH NCOICs determines the serviceability of all fixed assets. The JBCC approves all transfers and disposal of equipment.

d. No JEPHH CTOF inventoried items may be removed from the chapel premises without the issuance of a hand receipt by the Account Manager, CA or RP. Any hand receipts processed by CA's or RP's must be given to the Account Manager. Assets will be physically checked upon return.

e. Transfer from sub accounts to the General Account will be made as needed. The amount transferred will be divided 60% Protestant and 40% Catholic. The total amount transferred will not exceed the amount budgeted for the General Account without approval from the JBCC.

16. JEPHH CTOF Request Forms

a. A completed JEPHH CTOF Request form is required prior to any expenditures or reimbursement.

b. A completed JEPHH CTOF Request form is required prior to all verbal or written agreements are made which could in anyway obligate the JEPHH CTOF.

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d. A 15% deviation on the total amount as authorized by the JBPBHH CTOF Request form is allowed. The 15% deviation doesn't apply to project officers.

e. When expenditures exceed the 15% deviation on the total amount authorized by the JBPBHH CTOF Request Form, the new total requires written coordination on the CTOF Request Form.

f. The CCAC has five working days to accomplish completed JBPBHH CTOF Request Forms.

g. If applicable, the JBPBHH CTOF Request Forms must include shipping and handling cost. Excessive shipping and handling cost request, such as overnight shipping, require written justification.

17. Purchase/Expenditure Requirements

a. Tips/gratuities will not exceed 15% with the exception of restaurant requirements for large groups.

b. Automated itemized receipts must be obtained.

c. If vendor is unable to provide an automated itemized receipt, handwritten receipts will be required.

18. Audits

a. The Account Manager prepares and submits records to the NCOICs for the monthly assessment within seven working days following receipt of bank statement.

b. Corrective and/or follow-up actions will be completed before the end of the following month.

c. The assessment, follow-up and corrective actions will be recorded in the Chaplain Fund Continuity Binder.

d. The NCOICs forwards the monthly assessment to the JCCO for review for review to ensure CTOF is managed in accordance with referenced and this instruction.

e. The JPCO (or designee) will annually complete the Statement of Assurance. This statement will be maintained with the JBPBHH CTOF Continuity Binder.

f. Every person involved with CTOF will show a clear audit trail in all CTOF actions. All transactions will be clearly documented. If a mistake is made, document and correct the action.

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19. Tax Reporting and State/Excise Sales Tax Exemption

a. The JPOC (or designee) CTOF federal employer identification number will be used on Tax Deduction Form 1096, annual Summary and Transmittal of US Information Returns, and 1099, Statement for Recipients of Miscellaneous Income, for payments and honoraria of cumulative amounts of \$600.00 or more to individuals. For all contracts, the social security number is required for a contractor who will receive \$600.00 or more during a calendar year.

20. Resource Protection

a. All opening and closing of Chapel safes are recorded on SF Form 702, Security Container Check Sheet. Only CA's, RP's and Account Managers have access to safe combinations.

b. The amount of funds temporarily stored in the safe must not exceed the amount indicated in the Funds Storage Authorization Letter. Anytime cash storage limitations are exceeded, deposits must be made the same day.

c. The safe combination is to be changed annually or as needed.

d. Funds Handling/Anti-robbery training will be conducted annually. All personnel, staff and volunteers who handle money must attend both training sessions. One-on-one training will be accomplished as requested by the Senior Faith Group Chaplain for any new volunteers. Training records must be kept for these training sessions.


J. W. JAMES

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PLEASE ALLOW A MINIMUM OF 5 DUTY DAYS FOR PROCESSING

CHAPEL TITHES AND OFFERINGS FUND REQUEST FORM				
FILL OUT COMPLETELY! INCOMPLETE FORMS WILL BE RETURNED TO THE REQUESTOR AND COULD DELAY PROCESSING				
Requester's Name <i>(Last, First, Initial)</i>		Phone Number	Date Submitted	Date Required
Event Date	Requesting Activity <i>(Customer)</i>	Sponsor		Budget Account Code
Accounting Class:				
<input type="checkbox"/>	Protestant	<input type="checkbox"/>	Catholic	<input type="checkbox"/>
Method of Purchase:				
<input type="checkbox"/>	Credit Card	<input type="checkbox"/>	Prepaid Ck	<input type="checkbox"/>
DESCRIPTION OF PURPOSE				
Item Description and Number <i>(if applicable)</i>	Qty	Unit	Unit Price	Total Cost
Shipping Cost				
Estimated Total				
ADDITIONAL INFORMATION:				
MAKE CHECK PAYABLE To (Prepayment & Project Officer Only):				
NAME				
FULL ADDRESS				
PHONE				
FAX				
EMAIL				
WEB SITE				
AUTHORIZATION				
Annual Spending Authority:	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
If No Annual Spending Authority [Obtain Authorizing Signature(s) Below]				
Title	Signature			Date
Program Leader				
Account Manager				
Approving Official <i>(Credit Card)</i>				
Internal Use Only <i>(Accounting Technician)</i>				
Date Received	Date Processed	Ck or PO Number	Amount Paid	Processed By

MEMORANDUM FOR RECORD

From: Accounting Technician

Subject: Project Officer Guidelines

1. The Chapel Tithes and Offerings Fund is advancing you money to cover costs associated with a chapel project. This advance can be used to purchase items required to support this activity. In order to maximize your money, please ensure that the items you need are not on-hand at the chapel or available through appropriated funds. If you spend more than the advanced amount, you will not be reimbursed it is considered a donation to the chapel.
2. **Personal purchases must be made separately from chapel purchases, they are not to be on the same receipt.**
3. Purchases are to be made by cash, check or debit card only.
NO Credit Cards.
4. Project Officers are required to fill out an After Action Report listing items purchased, the vendor purchased from and the amount. Any money left over is to be deposited at First Hawaiian Bank across from the BX by the project officer. The After Actions Report, validated yellow copy of the deposit slip, and all receipts must be returned within 72 hours of the conclusion of the program. The Accounting Technician or a Chaplain Assistant and project officer validates the return and both parties sign the report. Monthly recurring PO's must turn in their After Actions Report before receiving their next months check.
5. No receipts are to be dated prior to the date on the Check.

PROJECT OFFICER CHECK RECEIPT

JOINT BASE PEARL HARBOR-HICKAM
RELIGIOUS MINISTRIES

Name:	
Activity:	
Check Number:	
Check Amount:	
Check Date:	
Month of	

Chapel Project Officers are to pick up the check within Accounting Technicians duty hours. All project officers are to keep all receipts and record of purchases made following the cashing of the PO check.

Personal purchases with chapel items on the same receipt are not authorized. Purchases must be made separately. No purchases are to be made with Credit Cards.

I have received the check listed. I understand that I will be held accountable for all funds I have received. I agree to deposit all unspent moneys and return receipts for all money spent, the total of which must equal the amount I have received. I also agree to personally donate to the fund any discrepancy amount between what I was given and the total of my receipts and cash returned.

Signature	Date
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CHAPEL TITHES AND OFFERING FUND DEPOSIT WORKSHEET

JOINT BASE PEARL HARBOR - HICKAM CTOF DEPOSIT WORKSHEET					
<u>General</u>	<u>Protestant</u>	<u>Catholic</u>	<u>Chaplain</u>	<u>Date</u>	<u>Time</u>
<u>Type of Offering:</u>		<u>Check One</u>	<u>Attendance:</u>		
Regular					
Designated					
Other		<i>Specify:</i>			
Cash Only					
Unit	Qty	Total	Unit	Qty	Total
\$20.00		\$	\$0.50		\$
\$10.00		\$	\$0.25		\$
\$5.00		\$	\$0.10		\$
\$1.00		\$	\$0.05		\$
Other		\$	\$0.01		\$
Sub-total #1 →		\$	Sub-total #2 →		\$
Total Offerings					
					Sub-total #1: \$
					Sub-total #2: \$
Total # of Checks:			Amount of Checks: \$		
Total \$ Amount of All Offering Received:					\$
Counter #1			Counter #2		
<i>Print First & Last Name</i>			<i>Print First & Last Name</i>		
<i>Signature</i>			<i>Signature</i>		
<i>Signature of On-Duty Chaplain Service Representative</i>				<i>Date</i>	