

**PROCEDURES/TIMELINES FOR  
FINANCIAL REPORT OF AN AUXILIARY UNIT  
ANSC 7025 (03-10)**

1. Current report is **ANSC 7025 (03-10)**. Previous editions are obsolete.
2. Enter Unit name and number in the first line. Check type of report and type of unit. Each unit is to complete a report at the end of every calendar year. In addition, a report is to be prepared if either the FN or the FC change during the year.
3. Beginning balance is the amount of money available on the first day of the report period. Ideally this would be deposited to the checking/saving accounts and not be cash on hand. Outstanding checks written in the previous period and interest/dividends earned in the previous period are included in that period. This balance should be the same as was entered as the ending balance in the previous report.
4. Cash receipts include all income received during the reporting period. Interest/dividends reported through the period are to be included. You may need to contact your banking institute if you do not receive a statement showing interest/dividends through the last day of the report period.
5. Cash disbursements include all funds disbursed during the report period. Checks that were written but have not cleared the bank are still included as disbursements.
6. Ending balance should be the reconciled balances from the checking and saving accounts. CD, trust funds and/or funds on hand from undeposited checks or cash (item d.) are included.
7. List real estate, equipment, inventory (including BS&S books, items for resale, etc.), stocks and bonds and other property on the reverse side. Section A. is for property **purchased** by the unit. Section B. is for items **donated or contributed** to the unit. Section C. is for flotilla equipment and property **on loan from the Coast Guard or other Government entity.**
8. Outgoing FC is responsible for preparation of these reports and should sign both sides. Whoever prepares the report should sign it (i.e. FN for funds and MA for inventory). Relieving FN and MA should sign, also.
9. **Timelines:**
  - **January 31,**\_\_\_\_\_ Due to DCDR
  - **February 20,**\_\_\_\_\_ Due to DSO-FN for review for DCO
  - **March 1,**\_\_\_\_\_ Due to DIRAUX