

REPORT OF UNIFORM COMMUTATION FUND

RCS: ROT-FMF(A)7101

<i>DET</i>	<i>NAME OF INSTITUTION</i>	<i>AS OF 30 JUN 20</i> _____
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SECTION A. INCOME AND EXPENSE RECONCILIATION	////////////////////////////////////
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<i>INCOME</i>	<i>EXPENSE</i>
1. GROSS ENTITLEMENT \$ _____	1. PROCUREMENT OF UNIFORMS/RELATED ITEMS \$ _____
2. SALE OF USED UNIFORMS TO POC \$ _____	2. SALARY FOR CUSTODIAL SERVICES \$ _____
3. OTHER INCOME \$ _____	3. UNIFORM MAINTENANCE \$ _____
_____ \$ _____	4. OTHER EXPENSES \$ _____
_____ \$ _____	_____ \$ _____
_____ \$ _____	_____ \$ _____
_____ \$ _____	_____ \$ _____
_____ \$ _____	_____ \$ _____
4. TOTAL INCOME \$ _____	5. TOTAL EXPENSE \$ _____

SECTION B. RECONCILIATION OF FUND BALANCE

1. UNEXPENDED BALANCE (Amount from last report, Section C, Line 3)	\$
2. TOTAL INCOME (From Section A, Income Column, Line 4)	+
3. TOTAL EXPENDITURES (From Section A, Expense Column, Line 5)	-
4. SUBTOTAL (Add Line 1 and 2 Minus 3)	\$
5. FIELD TRAINING COMMUTATION ADVANCES (Advances received 1 March - 30 June, current year)	+
6. ACCOUNT BALANCE (Line 4 plus Line 5) (Should reconcile with University Financial Statement)	\$

SECTION C. REFUND AND UNEXPENDED BALANCE COMPUTATION

1. SUBTOTAL (Section B, Line 4)	\$
A. LIMITATION \$ _____ B. REFUND \$ _____	////////////////////////////////////
2. AMOUNT REFUNDED (Enter amount to be refunded from Line 1B.)	-
3. UNEXPENDED BALANCE (Line 1 minus Line 2) (Enter on Section B, Line 1 on next year's report)	\$

REMARKS:

<i>SIGNATURE OF INSTITUTIONAL OFFICIAL</i>	<i>TITLE</i>	<i>DATE SIGNED</i>
<i>SIGNATURE OF DETACHMENT COMMANDER (APPROVAL)</i>	<i>TITLE</i>	<i>DATE SIGNED</i>

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The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).

INSTRUCTIONS FOR THE MANUAL

SECTION A, INCOME

1. Enter gross entitlement (Fall, Spring, and prior summer field training entitlements less money returned for students claimed in error) paid by 30 Jun.
2. Enter proceeds from sale of used uniform items which must be deposited into the unexpended uniform commutation fund. If any sales were made to graduating POC cadets, this item should not be zero.
3. Enter total amount of miscellaneous revenue deposited into the commutation fund. Enter the itemized amount with a brief description in the spaces provided underneath Line 3. Examples: sale of new uniform items, interest received, forfeited deposits.
4. Add Lines 1, 2, and 3 and enter total at Line 4. Transfer this amount to Section B, Line 2.

SECTION A, EXPENSE RECONCILIATION

1. Enter total procurement cost for uniform items paid for as of 30 Jun. (Do not include encumbrances, open commitments or obligated amounts.)
2. Enter total salary entitlement for custodial services which cannot exceed the gross entitlement x 15%. Include amounts for items such as FICA, income tax withholding or miscellaneous benefits. (Enter salary entitlement only if university decides salary from this account)
3. Enter total amount paid for uniform maintenance as of 30 Jun.
4. Enter total amount of other authorized expenses charged to the commutation account. Enter the itemized amount with a brief description in the spaces underneath Line 4. Examples: long distance calls, postage, travel, storage bags, etc., related specifically to the uniform commutation program.
5. Add lines 1, 2, 3, and 4 and enter total at Line 5. Transfer this amount to Section B, Line 3.

SECTION B, RECONCILIATION OF FUND BALANCE

- 1, 2, 3, 4. Self explanatory.
5. Enter field training advance, if received between 1 Mar - 30 Jun of the current year.
6. Self-explanatory. (Note: If this line does not balance with the university financial statement, explain in the remarks section.)

SECTION C, REFUND AND UNEXPENDED BALANCE COMPUTATION

1. Enter amount from Section B, Line 4.
 - 1A. If Section A, Income Column, Line 1, Gross Entitlement, is \$17,500 or less, enter \$3,500.00. If over \$17,500, multiply the gross entitlement x 20% and enter amount.
 - 1B. To determine if a refund is due, subtract Line 1A from Line 1, and enter amount. If the amount on Line 1A is equal to or greater than Line 1, enter 0.
2. Enter the amount to be refunded from Line 1B.
3. Subtract Line 2 from Line 1 and enter amount. This amount will carry forward to next year's AFROTC Form 1.

INSTRUCTION FOR COMPUTER-GENERATED VERSION

Follow the directions as outlined in the Manual Instructions. The computer will add/subtract totals, determine refund amounts and compute unexpended balances based on dollar amounts entered in the following sections:

Section A, Income Column, Lines 1, 2, and 3. (Total of itemized amounts under Line 3 will automatically be transferred to Line 3.)

Section A, Expense Column, Lines 1, 2, 3, and 4. (Total of itemized amounts under Line 4 will automatically be transferred to Line 4.)

Section B, Line 1, Unexpended Balance.

Section B, Line 5, Field Training Advance (if any).