CHAPTER 4

RELIGIOUS OFFERING FUND

Authorized by the *Religious Ministries Within the Department of the Navy,* SECNAVINST 1730.7, a religious offering fund (ROF) gives worshipers the opportunity to give voluntary contributions and goodwill offerings essential to worship and religious life of naval personnel.

The commanders and commanding officers authorize the establishment of an ROF to provide a way for faith groups that are part of a command religious program (CRP) to give and disburse offerings as an expression of worship. In fact, the ROF is the only nonappropriated fund that CRPs may operate and maintain. Only one ROF is permitted in a command. The ROF is divided into faith group subaccounts as needed.

The Navy program manager for the ROFs is the Chief of Chaplains (N097). The *Religious Offering Fund,* SECNAVINST 7010.6, outlines the policy and procedures for the administration of an ROF. For Religious Program Specialists (RPs), this instruction plays an integral role in the day-to-day duties and responsibilities. As an RP, you will be responsible for using several of these procedures to manage the ROF of your CRP. Be aware that some of these duties will require sensitivity because you will be dealing with money, volunteers, and personal accountability.

This chapter is intended to give you an overview of the guidelines set forth in SECNAVINST 7010.6. We will describe the basic responsibilities of the different individuals involved in managing an ROF. After studying the information in this chapter, you should be able to describe the fundamental processes and responsibilities involved in the administration of an ROF.

ADMINISTRATION

Everyone at all levels of command from the Chief of Naval Operations (CNO) to you is responsible for some phase of the administration of a CRP ROF. Both the CNO and the Commandant of the Marine Corps (CMC) have instructed commanders and commanding officers to manage ROFs according to the guidelines set forth in SECNAVINST 7010.6. The Chief of Chaplains is the program manager. The command chaplain serves as the ROF administrator and is the direct representative of the activity's commander or commanding officer. As the ROF administrator, the command chaplain is directly responsible to the commanding officer for all matters regarding this fund.

APPOINTMENTS

Commanders and commanding officers must appoint in writing the ROF administrator and other essential ROF personnel such as the custodian, audit board members, and designated faith group representatives (DFGRs). An example of an appointment letter for an ROF administrator is shown in figure 4-1.

RESPONSIBILITIES

You have just read about the obligations placed upon the CNO and CMC, the commanders and commanding officers, and the Chief of Chaplains. Now we will look into some of the responsibilities of the ROF administrator, custodian, audit board, DFGR, and you, the RP.

Administrator

As the appointed ROF administrator, the command chaplain approves all requests for disbursements. As the ROF administrate, the command chaplain also has the important responsibility of making sure disbursements involving more than one faith group subaccount are shared fairly. As we mentioned earlier, the ROF administrator is appointed in writing by the commander or commanding officer. You, the RP, will likely become involved in preparing letters such as the one shown in our example in figure 4-1.

Acting Administrator

When the administrator is away, the next senior chaplain serves as acting administrator under the terms specified in the administrator's letter of appointment. In situations when there are no additional chaplains at the activity, the commander or commanding officer must either approve all ROF disbursements or delegate

COMMAND LETTERHEAD

7010
Code 00
(Date)

From: Commanding Officer
To:

Subj: APPOINTMENT AS RELIGIOUS OFFERING FUND ADMINISTRATOR

Ref: (a) SECNAVINST 7010.6

1. You are hereby appointed the (insert name of command) religious offering fund administrator.

2. You will be guided by reference (a) in the exercise of your assigned duties.

3. You are authorized to approve disbursements from the religious offering fund not to exceed (specify amount) in accordance with reference (a).

(Commanding Officer)

copy to:
ROF Audit Board

Figure 4-1.—Sample appointment letter for an ROF administrate.

disbursing authority to the chief of staff or executive officer as acting administrator.

Custodian

The custodian is responsible for efficient and effective fiscal operations of the ROF. An RP or another member of the command may serve as the custodian. Any person appointed as the ROF custodian, however, cannot serve as the ROF administrator or as a DFGR. An example of an appointment letter designating an ROF custodian is shown in figure 4-2.

The ROF custodian is responsible for the following tasks:

- Ensuring ledgers for each subaccount and the combined fund concur with the guidelines set forth in SECNAVINST 7010.6
- Ensuring a complete and accurate audit trail exists for all transactions
- Providing for the counting, safeguarding, depositing, and accounting of all ROF monies and assets
- Helping the DFGRs to prepare disbursement requests
- Reviewing each disbursement request for completeness, appropriateness, and availability of funds before sending the request to the administrator
- Disbursing approved payments
- Maintaining files showing command approval for the collection, solicitation, and disbursement of funds
- Ensuring agreement of the checkbook with the bank statement (a task that must be done within 3 working days of receipt of the bank statement)
- Establishing preparation of a monthly report for each subaccount

COMMAND LETTERHEAD

7010
Code 00
(Date)

From: Commanding Officer
To:

Subj: APPOINTMENT AS RELIGIOUS OFFERING FUND CUSTODIAN

Ref: (a) SECNAVINST 7010.6

1. You are hereby appointed the (insert name of command) religious offering fund (ROF) custodian.

2. You shall be guided by reference (a) and the ROF administrator in the exercise of your assigned duties.

(Commanding Officer)

copy to:
ROF Audit Board
ROF Administrator

(Addition of "alternate" makes this letter appropriate for the alternate custodian.)

Figure 4-2.—Sample appointment letter for an ROF custodian.

- Making sure the bank maintains a current signature card and ownership card
- Maintaining files to include ledgers, bank statements, returned canceled checks, audit reports, copies of each disbursement request submitted, offering records with deposit slips, designated offering request and disbursement forms, appointment letters, relevant correspondence, and pertinent instructions and directives
- Providing information on the status of the ROF upon request from any individual responsible for the administration of the ROF or an individual approved by the administrator

Alternate Custodian

When the custodian is gone, the alternate custodian carries out the appointed custodian's responsibilities. For this reason, the custodian and alternate custodian should frequently discuss the status and operation of the ROF.

ROF Audit Board

The appointed ROF audit board consists of at least two active duty service members attached to the command. Commands that use a single audit board for nonappropriated funds may include the ROF under that audit board. ROF audit board members are appointed either by letter or through the command's collateral

COMMAND LETTERHEAD

7010
Code 00
(Date)

From: Commanding Officer
To:

Subj: APPOINTMENT AS SENIOR MEMBER RELIGIOUS OFFERING FUND AUDIT BOARD

Ref: (a) SECNAVINST 7010.6

1. You are hereby appointed as the senior member of the (insert name of the command) religious offering fund audit board.

2. (Insert name) and (insert name) are the other members of the board.

3. Audits shall be conducted in accordance with reference (a).

(Commanding Officer)

copy to:
ROF Administrator
ROF Custodian
ROF Audit Board Associate Members

Figure 4-3.—Sample appointment letter for the senior member of an ROF audit board.

duties list. Figure 4-3 shows a sample of an appointment letter designating the senior member of an ROF audit board. Figure 4-4 provides an sample of an appointment letter designating an associate member of an ROF audit board.

The senior member of the ROF audit board makes sure all board members are familiar with SECNAVINST 7010.6 and other important publications such as the *Financial Management Policies and Procedures for Morale, Welfare, and Recreation Programs,* NAVSO P-3520, and the *Nonappropriated Fund Procurement Policy,* SECNAVINST 7043.5. A major responsibility of the audit board is to recommend corrective actions for all discrepancies found. The board should report in writing to the commander or commanding officer with appropriate copies to the ROF administrator and custodian.

Designated Faith Group Representative

The command chaplain must appoint a DFGR in writing for each ROF subaccount. A sample of a DFGR appointment letter is shown in figure 4-5. Generally, the senior chaplain is appointed as DFGR for his or her particular faith group. If already appointed as the ROF administrator, however, the senior chaplain cannot also serve as a DFGR unless he or she is the only chaplain of that faith group.

Contract and auxiliary chaplains cannot serve as DFGRs. In these cases, the command may designate the lay reader of a particular faith group as his or her faith group's DFGR.

The DFGR is the primary advisor to the ROF administrator on that faith group's subaccount. As primary advisor, the DFGR will recommend appropriate

COMMAND LETTERHEAD

7010
code 00
(Date)

From: Commanding Officer
To:

Subj: APPOINTMENT AS ASSOCIATE MEMBER RELIGIOUS OFFERING FUND AUDIT BOARD

Ref: (a) SECNAVINST 7010.6

1. You are hereby appointed as an associate member of the (insert name of command) religious offering fund audit board.

2. You shall be guided in the performance of your duties by reference (a).

3. (Insert name), the senior member of the religious offering fund audit board, will provide you with additional instructions.

(Commanding Officer)

copy to:
ROF Administrator
ROF Custodian
Senior Member, ROF Audit Board

Figure 4-4.—Sample appointment letter for an associate member of an ROF audit board.

disbursements for that faith group's subaccount based on the donors' intent. It is also the responsibility of the DFGR to inform his or her faith group about various ROF policies and procedures.

Religious Program Specialist

RPs, depending on various factors such as availability, level of rating, and experience, are responsible for various ROF activities required by SECNAVINST 7010.6. In the following paragraphs, we will describe some ROF tasks for which the RP is usually responsible. Be aware that we will describe these tasks as minimum procedures. As an RP, you may be assigned to a command that may impose additional requirements associated with the basic tasks you will read about in the following paragraphs.

RECRUITING VOLUNTEERS TO COUNT ROF OFFERINGS.— Recruiting volunteers is simply asking two individuals, ushers and/or congregants, per service to count the money collected at that service. This task requires three key elements: timeliness, appropriateness, and finesse. About 20 minutes before the service (timeliness), you should approach one or two ushers or persons from the congregation and, in a indirect manner, ask them if they would aid in counting the collection after the service (finesse). Try not to pick the same people every time. Each time give your volunteers an adequate level of instruction (appropriateness). Because some of the procedures may be complex, be ready to provide detailed instructions to new volunteers. When dealing with persons who have volunteered before, you may be able simply to reiterate the key points. Naturally, when the congregations are small this will be a simple task for your volunteers and they will not mind. At larger Navy and Marine Corps RMFs, however, volunteering may be more time-consuming and may require sensitivity on your part about not requesting the same people to count at each service.

7010
code 00
(Date)

MEMORANDUM FOR (INSERT NAME OF APPOINTEE)

Subj: APPOINTMENT AS DESIGNATED FAITH GROUP REPRESENTATIVE

Ref: (a) SECNAVINST 7010.6

1. You are hereby appointed as the designated faith group representative for the (insert name of faith group) religious offering fund (ROF) subaccount.

2. Reference (a) provides guidance on the exercise of your assigned duties. (Insert name), the ROF custodian, and I stand ready to assist you at all times.

(Command Chaplain)

copy to:
ROF Audit Board
ROF Custodian

Figure 4-5.—Sample appointment letter for a designated faith group representative.

The persons you select for this task can be members of a volunteer subgroup of the combined volunteer program we talked about in the introduction to this training manual (TRAMAN). You should not feel awkward about asking senior officer or enlisted personnel to help. You will likely find out that nearly all persons you ask will be eager to help.

According to SECNAVINST 7010.6, you or another person appointed as ROF custodian should make sure the persons you select to count each collection are two unrelated adults. Your volunteers can be active duty members or any qualified persons over the age of 18. Be aware, however, that SECNAVINST 7010.6 does not permit the proof of receipts by relatives or the initial count to be made by the person appointed as ROF custodian.

SUPERVISING VOLUNTEERS WHO COUNT ROF RECEIPTS.— An RP must be present to help counters with technical questions in the proper procedures of counting, recording, double-checking, filling out deposit slips, and securing the receipts safely. See to it that your volunteers have the tools to do their job such as a printing calculator with tapes, pens, pencils, erasers, envelops, a locking moneybag, and the important offering receipt. (Fig. 4-6 shows an example of an ROF offering receipt.) Make certain you are in the same room with both money and counters until you have completed and secured the deposit. Be cautious and use good common sense. Do not allow any obstruction between you and the counters until they have completed the counting and handed you the envelopes containing receipts for safekeeping. Be sure to give a copy of each deposit slip to the RP supervisor.

SAFEGUARDING MONEY.— Safeguarding ROF money involves proper storage and transport of funds to the bank. The volunteer counters must seal and sign the receipt envelope to safeguard ROF money. You should then lock the moneybag and put it in a safe, spinning the combination dial at least four rotations—ask the volunteer counters to watch you do this. In most situations, it will be unsuitable and unnecessary for you to take the counted receipts to the bank after each service's count. As a minimum level of protection, however, you should have a safe, some locking deposit bags, and a key drop box for the bag

RELIGIOUS OFFERING FUND OFFERING RECEIPT

1. OFFERING/DESCRIPTION:
   a. ____ UNDESIGNATED ____ DESIGNATED
   b. DATE _____
   c. TIME _____
   d. FAITH GROUP
2. OPTIONAL DATA:
   a. ATTENDANCE _____
   b. RECEIVED COMMUNION _____
3. COUNTED BY:
   _____
   (Signature)
   _____
   (Signature)
4. DEPOSITED BY:
   _____
   (Signature)
5. CERTIFICATION:
   DATE
   _____
   Custodian Signature

MEMORANDUM

CHECKS RECEIVED

CHECK NUMBER	AMOUNT	CHECK NUMBER	AMOUNT	CHECK NUMBER	AMOUNT
SUBTOTAL:		SUBTOTAL:		SUBTOTAL:	

TOTAL CHECKS RECEIVED: $ _____ .

CURRENCY

DENOMINATION	x	NUMBER RECEIVED	=	VALUE COUNTED
$100.00	x	_____	=	$ _____ .
50.00	x	_____	=	$ _____ .
20.00	x	_____	=	$ _____ .
10.00	x	_____	=	$ _____ .
5.00	x	_____	=	$ _____ .
2.00	x	_____	=	$ _____ .
1.00	x	_____	=	$ _____ .
.50	x	_____	=	$ _____ .
.25	x	_____	=	$ _____ .
.10	x	_____	=	$ _____ .
.05	x	_____	=	$ _____ .
.01	x	_____	=	$ _____ .

TOTAL CURRENCY RECEIVED: $ _____ .

TOTAL COLLECTED:
CHECKS: $ _____ .
CURRENCY: $ _____ .
TOTAL: $ _____ .

Figure 4-6.—Religious offering fund offering receipt.

keys until the ROF custodian can retrieve the counted receipts for certification and deposit.

Department of the Navy Information and Personnel Security Program Regulation, OPNAVINST 5510.1, states that you must not store ROF money and classified material together. When all you have for storing receipts is a safe, file, or vault normally used for classified materials, it is time to purchase another safe, file, or vault for ROF money. Finally, the safe should have only one person with access to the receipts. This means only one person should have the combination to the safe.

COORDINATING CHANGES TO SAFE COMBINATIONS.— Changing a safe combination is actually one of your simplest tasks. To make arrangements, call either the public works center (PWC) or the security manager/security officer. Some duty stations may require a written request procedure. At the time of the request, you must identify the reason for the change of the safe combination and the individual who is to receive the new combination.

At the time the combination is changed, both you (as the coordinating RP) and the individual changing the combination must make and file a record in the ROF files showing the date of the change, the combination, and the signatures of the changer and the receiver. A copy of the Combination should be placed in a sealed marked envelope and given to the command's security officer. The security officer should retain the combination in case of an emergency, such as the absence or death of the custodian, or in the unhappy event if someone should forget the combination.

DEPOSITING ROF RECEIPTS ASHORE AND AFLOAT.— After the custodian has confirmed that the copy of each deposit slip (which he or she gets from the supervising RP at the time of counting) and the original are the same, it will be your job to take the original receipts to the bank. Make sure the custodian's signature is on each original deposit receipt. You must coordinate with the ship's disbursing officer for the procedures you should use for preparing afloat deposits.

MAINTAINING THE COMPOSITE LEDGER AND KEEPING THE BOOKS.— Bookkeeping is an essential part of the RP's responsibility to the ROF. First, you should maintain the composite ROF ledger such as the example shown in figure 4-7. Second, you should maintain individual ledgers for each subaccount as required by your particular CRP's ROF bookkeeping procedures. For example, you may discover that the Roman Catholic, Protestant, and Jewish subaccounts are too large to keep on one piece of paper with the composite balances of the subaccounts. In these cases, your CRP may choose to make individual ledgers for these subaccounts plus a fourth ledger for the composite account. Figure 4-8 shows an example of a subaccount ledger.

You should enter the value of each bank deposit first into the ROF ledger and then into the appropriate subaccount. When funds deposited are not designated to a specific subaccount, you should first enter the deposit into the ROF and then compute and enter the fair-share amount into each subaccount. Next, staple, route, and file the paper work according to the guidelines in SECNAVINST 7010.6.

Wherever possible, SECNAVINST 7010.6 recommends the use of automated bookkeeping. With automated bookkeeping, you can use a spread sheet program capable of making the entire accounting process on one financial report. Any software account program you intend to use must meet the requirements of SECNAVINST 7010.6, so be especially careful to choose effective and appropriate software, You should keep your accounts on floppy disks rather than on hard disks, unless your hard disk is removable. Store your account disks in a secure place when you are not using them.

In keeping the ROF books, always follow the guidelines stated in SECNAVINST 7010.6. Whether you are making line entries or subaccount balance changes in the receipt and expenditure records for all approved purchase orders or balancing the checkbook, you should always use the bookkeeping procedures delineated in SECNAVINST 7010.6.

MAINTAINING AND DISPOSING OF ROF FILES.— Remember, each ROF transaction requires a perfectly organized paper trail. Be sure to keep complete receipt forms, calculator tapes, and all attached additional substantiating papers and file them with other collected receipts for the current year. In all cases, these paper trail records must be grouped either by the month for most ROFs or at least by the quarter for smaller ROFs.

Keep related documents together for the current year. For example, you should file completed payment vouchers and accompanying purchasing invoices with the paid payment vouchers for the current year. Also, keep reconciled bank statements with the other bank statements for the current year. Be sure to maintain completed audit statements, monthly subaccount reports, appointment letters, and other miscellaneous correspondence with the other documents for the current year.

As well as maintaining your documents together for the current year, you should also maintain the documents from the 2 previous years in a separate file. When you no longer need the files from earlier years, use the guidelines in the *Navy and Marine Corps Records Disposition Manual,* SECNAVINST 5212.5, to dispose of them.

In maintaining and retaining your ROF accounting files, you may need a separate file drawer to

SHIP OR STATION | SYMBOL NO. | ACCOUNT OF

COMPOSITE ROF LEDGER

DATE (1)	Religious Offering Fund Composite DESCRIPTION (2)	BEGINNING OF ACCOUNTING PERIOD (3)	TRANSACTIONS — ACCOUNTABILITY — INCREASES — CHECKS ISSUED (4)	COLLECTIONS (5)	DECREASES — GROSS DISBURSEMENTS (6)	CONFIRMED DEPOSITS (7)	SUBACCOUNTS — Protestant — INCREASE (8)	DECREASE (9)	Roman Catholic — INCREASE (10)	DECREASE (11)	Jewish — INCREASE (12)	DECREASE (13)
	Brought forward											

Figure 4-7.—Composite ROF ledger.

LEDGER FOR _____, RELIGIOUS OFFERING FUND _____
(SUBACCOUNT/COMPOSITE) (NAME OF COMMAND)

MONTH _____ PAGE _____ OF _____ FOR _____ QUARTER OF FISCAL YEAR _____

DATE	DESCRIPTION	DISB REQ #	CHK #	RECEIPTS (+) UNDESIG OFFERINGS	DESIG OFFERINGS	INTEREST	EXPENDITURE (-) CHARITABLE CONTROLS			BALANCE
	BALANCE FORWARD									
	COLUMN TOTALS									

Figure 4-8.—Subaccount ledger.

cross-reference each of your files so you can find its location in the CRP central annual files.

SUMMARY

No one person will have the overall responsibility for all actions required in making the ROF an effective tool for the control and accountability of funds received and disbursed. Some individuals such as the commander, commanding officer, and command chaplain (administrator) are responsible and held accountable for the overall management of this nonappropriated fund. You, however, as the RP, will be responsible and accountable for your duties and responsibilities associated with this fund. It is, therefore, important for you to familiarize yourself thoroughly with the contents of SECNAVINST 7010.6. In this chapter, we have tried to touch upon your basic duties and responsibilities for a CRP's ROF. In the actual administration of an ROF, you should realize that you may be required to perform additional tasks, depending on the command to which you are assigned.