

MEMORANDUM

Date: February 7, 2008

To: Division Captains
Flotilla Commanders

From: Robert J. Perrone, CPA
District Staff Officer – Finance

Subject: Authorized Expenditures of Public Education Funds

Reference: Auxiliary Manual (COMDTINST M16790.1F)

The Auxiliary Manual at Chapter 5, paragraph L.7 (page 5-40) reads: "Funds collected from the sale of public education materials may not be used for social activities. Funds may be used to support all other authorized activities conducted independent of the course".

This is an extremely broad statement and suggests further guidance.

The following guidance is provided relative to authorized expenditures of public education revenues:

Public Education revenues may be used for:

1. All expenditures relative to the conduct of the course including books, handouts, etc.
2. Reasonable administrative costs relating to the course presented.
3. Organized unit activities such as Changes of Watch, District Conference costs incurred by attending members of the unit and training workshops and courses.
4. Unit meeting including an occasional dinner meeting provided the unit business is conducted and minutes of the meeting are maintained to document such business conducted. The wearing of the appropriate uniform at such meeting is strongly urged.

Public Education revenues may not be used for:

1. Attendance at or the sponsoring of any purely social event.
2. Compensation of instructors in any way either directly or indirectly.

If there are any questions relative to the above, please contact me and I will attempt to further clarify the issues.