

**The Military Department of South Carolina  
Annual Accounting Report**

**Date:** \_\_\_\_\_

**Unit Designator:** \_\_\_\_\_

**Armory Name:** \_\_\_\_\_

**Unit Number:** \_\_\_\_\_

**Name of Account Custodian:** \_\_\_\_\_

The following are all deposits and checks issued/debit card transactions deposits (listed separately and chronologically) made through the Armory Operations Fund for the State Fiscal Year beginning 01 July \_\_\_\_\_ and ending 30 June \_\_\_\_\_.

**DEPOSITS**

<b>Date</b>	<b>Amount</b>	<b>Source of Funds</b>

Date	Amount	Source of Funds

**CHECK/DEBIT CARD TRANSACTIONS**

Check # or "Debit"	Date	Amount	Payee	Description of Goods or Services Purchased

Check # or "Debit"	Date	Amount	Payee	Description of Goods or Services Purchased

\_\_\_\_\_  
 Armory Manager's Signature

CF:  
 MSC/Battalion Administrative Officer  
 State Operations Armory Account Coordinator (TAG-SO-B&F)  
 Unit files

## INSTRUCTIONS

### ADMINISTRATIVE DATA:

- Date – Click on block and use drop-down to set date
- Unit Designator – Unit name (e.g., A/1-118 IN, B/122 EN, 228 SIG Bde, etc.)
- Armory Name – Self-explanatory (e.g., Mullins, Newberry, Greenwood, etc.)
- Unit Number – Unit PRN
- Name of Account Custodian – Whoever is responsible for the account
- Beginning and Ending Date – use 4-digit number (e.g., 2010, 2019, etc)

### DEPOSITS

- Date – Click on block and use drop-down to set date
- Amount – Use XXXX.XX format to enter (will automatically put in the comma)
- Source of Funds – Text Field, describe source of income (e.g., Armory Rental for 16 Jun 2018, Unit Fines, Revenue from vending machine, etc.)

### CREDIT/DEBIT CARD TRANSACTIONS

- Check # or “Debit” – If it was a check, enter the check number. If it was a Debit card transaction, enter the word “Debit”.
- Date – Click on block and use drop-down to set date
- Amount – Use XXXX.XX format to enter (will automatically put in the comma)
- Payee – Who was the check or debit card transaction for (e.g. Piggly Wiggley #152, Lowes #218, Spedway #3330, etc.)
- Description of Goods or Services Purchased – Text field, self-explanatory.

### SIGNATURE

- The form may be signed digitally and emailed in the pdf format.