

**RULES
OF THE
MILITARY DEPARTMENT OF TENNESSEE**

**CHAPTER 0930-1-1
RULES FOR STATION COMMANDER'S FUND**

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0930-1-1-.01 PURPOSE AND SCOPE.

- (1) The purpose of this regulation is to prescribe uniform responsibilities for management of the station commander's upkeep and maintenance fund.

Authority: T.C.A. § 58-1-208 and T.C.A. § 58-1-512. **Administrative History:** Original rule filed May 5, 1997; effective September 28, 1997.

0930-1-1-.02 DEFINITIONS.

- (1) The following terms shall have the meanings set forth in the rule:
 - (a) Station Commander - The senior commander at any respective location unless otherwise so designated by the Adjutant General.
 - (b) Station Commander's Upkeep and Maintenance Fund (SCUMF) – Funds used for maintenance, repair, upkeep, alteration, equipment, modification or improvement of the armory, facilities or area adjacent thereto. This includes repair of copier machines, telephone communications equipment and minor purchases of communication equipment or services which provide connection to internet e-mail sites, or other communication outlets.
 - (c) Armory - Any building, buildings, aircraft hangars, offices, quarters, or other facilities, and real property provided for and devoted to the training, and housing of the National Guard.
 - (d) Pre-numbered Receipts - Receipts issued by the Department of Military fiscal office.
 - (e) Short Term Contract - Contract less than 5 days in length or less than \$1,000 in annual revenue or expenditures.
 - (f) Long Term Contract - Contract more than 5 days in length or more than \$1,000 in annual revenue or expenditure.
 - (g) Allowable Expenditures - Purchases in accordance with state purchasing guidelines as prescribed by Department of Military procurement office or payment to state for utilities expenditure, state active duty extended, and monitoring duties provided by non-state employees.
 - (h) Allowable Revenue - Revenue from rental contracts or other funds approved by the Adjutant General.
 - (i) Custodian of Funds - The senior full time employee at each armory or respective location unless otherwise so designated.

(Rule 0930-1-1-.02, continued)

- (j) Assistant Adjutant General - Army - The senior state staff person responsible for providing guidelines and operation procedures for the Station Commander Upkeep and Maintenance Fund.
- (k) Director of Administrative Services - The senior state staff person responsible for overseeing and reviewing the operating of Station Commander Upkeep and Maintenance Funds.
- (l) Tax ID - State of Tennessee Identification Number.

Authority: T.C.A. § 58-1-208 and T.C.A. § 58-1-512. **Administrative History:** Original rule filed May 5, 1997; effective September 28, 1997.

0930-1-1-.03 ASSISTANT ADJUTANT GENERAL (ARMY) RESPONSIBILITIES.

- (1) Issue procedures which will provide that:
 - (a) Station commanders are appointed.
 - (b) Custodians of funds are appointed.
 - (c) Receipts are prepared on all revenue received.
 - (d) Deposits are made in a timely manner.
 - (e) Adequate records are maintained to reflect allowable expenditures and allowable revenue.
 - (f) Only pre-numbered receipts are used.
 - (g) Annual reports of expenditures and revenue are provided to fiscal officer at Department of Military by July 31 of each year for the period of July 1 through June 30 of the preceding year.
 - (h) All long term contracts are approved by Military Department Legal Office.
 - (i) All bank accounts are registered with the Military Department.
 - (j) Funds are expended for allowable expenditures.
 - (k) Guidelines are provided annually by the procurement office of the Military Department for allowable purchases.
 - (l) No state employee will be paid from funds.
 - (m) Payment will be made to the state for utility cost when any armory is rented.
 - (n) Time limit on how long records are to be maintained.
 - (o) Accurate internal controls are in place.
 - (p) A standardized armory rented license agreement is developed and reviewed by the Military Department Legal Office.
 - (q) A basic armory rental rate is developed.

Authority: T.C.A. § 58-1-208 and T.C.A. § 58-1-512. **Administrative History:** Original rule filed May 5, 1997; effective September 28, 1997.

0930-1-1.04 DIRECTOR OF ADMINISTRATIVE SERVICES RESPONSIBILITIES.

- (1) Review and approve procedures issued by the Assistant Adjutant General - Army.
- (2) Provide annual review of the operating of selected individual station commander and upkeep funds.

Authority: T.C.A. § 58-1-208 and T.C.A. § 58-1-512. **Administrative History:** Original rule filed May 5, 1997; effective September 28, 1997.

0930-1-1.05 STATION COMMANDER RESPONSIBILITIES.

- (1) Ensure that the SCUMF is operated in accordance with rules.
- (2) Ensure that the SCUMF is operated in accordance with procedures issued by Assistant Adjutant General - Army.
- (3) Responsible for accurate internal control over fund.

Authority: T.C.A. § 58-1-208 and T.C.A. § 58-1-512. **Administrative History:** Original rule filed May 5, 1997; effective September 28, 1997.

0930-1-1.06 CUSTODIAN OF FUNDS RESPONSIBILITIES.

- (1) Maintain bank account.
- (2) Maintain journal for revenue and expenditures.
- (3) Issues checks for expenditures.
- (4) Issues receipts for revenue.
- (5) Verify expenditures are allowable expenditures.
- (6) Verify revenue is allowable revenue.
- (7) Deposit funds.
- (8) Responsible for accurate internal control of funds.

Authority: T.C.A. § 58-1-208 and T.C.A. § 58-1-512. **Administrative History:** Original rule filed May 5, 1997; effective September 28, 1997.

0930-1-1.07 WAIVER OF RULE.

- (1) The Adjutant General can waive any rule contained in 0930-1-1 not required by statute and assign the responsibility of the rule to another office or person when it is in the best interest of the State of Tennessee and the Tennessee National Guard.

Authority: T.C.A. § 58-1-208 and T.C.A. § 58-1-512. **Administrative History:** Original rule filed May 5, 1997; effective September 28, 1997.