

CIVILIAN MWR ACTIVITY ANNUAL REPORTING REQUIREMENTS CHECKLIST

Please remember to include the following with your response:

- CMWR Fund Financial Statement reviewed by Command Evaluation and signed by activity Commanding Officer
- CMWR Activity Annual Vending Report
- CMWR Activity Annual Assessment Check
- CMWR Liability and Bonding Insurance Policy (if commercial insurance is purchased). Minimum liability coverage of \$500,000 per person and \$1,000,000 per occurrence is required. -- or --
- CMWR Liability and Bonding Insurance Payment (if elected to participate in Navy MWR's Self-Insurance Program)
- If paying by single check, an itemization of assessment, liability, and bonding payments.

If you have any questions, please contact Mr. John Shaw,
CMWR Activities Program Manager
at 901-874-6627 or DSN 882-6627.

CIVILIAN MWR FUND FINANCIAL STATEMENT REQUIREMENTS

The MWR Fund Financial Statement for each Civilian MWR activity (Categories II and IV) must be completed and certified by the Commanding Officer. Consistent with paragraph 3-6 of reference (a), Civilian MWR activities with annual gross revenues greater than \$250,000 require an independent audit by a licensed certified public accountant (CPA) at nonappropriated fund (NAF) expense or by appropriated fund (APF) personnel on a reimbursable basis.