

Communication to UNIT POCs

MCBALL TICKET PURCHASES & MCBALL DEPOSITS

UNIT POCs are authorized the following options for MC BALL

1. Unit POCs can deposit MC Ball money at the Installation Finance Unit Funds Desk (then directed to the Central Cashier) or at any of the MCCS clubs cash cages listed below for the purpose of a later purchase of tickets or to deposit MC Ball fundraising money. Note: Deposits made must be coded to your Unit's USMC Ball Fund Raising account, coded to BUM-6065-XX-2108-000-491. (See enclosure 1 for your XX, Unit Code).

Camp Schwab – Beachhead

Camp Courtney – Hashmarks SNCO Club

Camp Hansen – The Palms

Camp Kinser – Surfside

2. Unit POCs can purchase tickets from the MCCS facility where your MC Ball will be held. This is of course the most direct and easiest approach.

Must Do's when making MC Ball **Deposits** (i.e. not MC Ball Ticket Purchases)

Unit Funds Administrator: Jasmin Kube unitfunds@okinawa.usmc-mccs.org (Duty Phone 645-5258)

The Unit Funds Administrator, Jasmin Kube, **MUST** be notified via email above when you are making a MC Ball deposit at any facility other than the Installation Finance Unit Funds desk. The MCCS Club facilities have been instructed to notify the Unit Funds Administrator of all deposits made (not ticket purchases). Nevertheless, it is done with greater certainty if the Unit POC also scans and emails to the Unit Funds Administrator a copy of the completed ***MCCS Okinawa MC Ball Deposit Form*** and the ***receipt from the club's POS system*** (see below). Without this communication Unit Funds Administrator, your MC Ball account may not accurately and timely reflect the deposit(s) made at facilities other than the MCCS Installation Finance office and could cause delay when submitting your NAVMC 11652 at a later date requesting the expenditure of funds to purchase the MC Ball tickets. The MCCS Deposit form **MUST** be filled out as shown in the example below, by using the enclosure 1 document for the Line of Accounting Code:

MCCS Okinawa Marine Corps Ball Deposit Form

Marine Corps units are authorized to conduct four fundraisers per year, one per calendar quarter. The fund-raisers are authorized in order to defray the expenses associated with the non-official social portion of a Marine Corps Birthday Ball. All monies raised must be deposited into your unit fund account and are generally used to purchase Marine Corps Ball tickets. Requests to purchase items other than the tickets will be reviewed by MCCS Legal Counsel on a case-by-case basis. Any unit desiring to conduct fund-raising activities aboard Marine Corps installations on Okinawa, Camp Fuji or MCAS Iwakuni will submit a request for permission to the appropriate Camp/Station Commander and MCCS Community Relations Administrator, describing in detail the nature and scope of the proposed activity. All requests must be submitted at least two weeks before the event. Please attach approval or supporting documentation to this form.

Unit Name: MWSS 172
 POC Name: Sgt. James Smith
 Phone/Email: James.smith@usmc.mil
 Date of the Ball: November 3, 2020 Ball Number: # 16

Deposit Funds to:
 KVN/UFRF Fundraising Account USMC Ball Fundraising Account

Funds Received from:
 Fundraising Event (list below) MC Ball Ticket Sales

BUM - 6065- (3 J) -2108-000-491
(It is required to put your Unit Code in the [] provided).

Deposit Information:

Cash Total: \$ 1,200.00 Check Total: 0
 Deposit Total: \$ 1,200.00 **** Checks must have DOD# ****

Counted By: James Smith Signature: James Smith Date: 7/2/2020
Printed Name Date

Verified By: John Will Signature: John Will Date: 7/2/2020
Printed Name Date

MCCS Installation Finance Office Use Only

Deposit Amount: \$ 1,200.00 Date: 7/2/2020
 Received By: Jessica Biel Signature: Jessica Biel
 BUM #: Bum - 6065 - 3J - 2108 - 000 - 491

D U P L I C A T E
KINSEY CONS. CLUB
 MCCS OKINAWA - CAMP KINSEY
 UNIT 35023 MIS BRANCH
 OKINAWA

MIO N 797475
 Tue 10/08/19 Table 700
 Guest Num: 1 Guests 0

1 [BUM-6065-68] 3850.00
 1 [2108-000-491] 0.00

43 SubTotal 3850.00

Total 3850.00

ADV DEP PD Amount Applie 3850.00
 ADV DEP PD Tendered 3850.00

TICKET SALE 3850.00

 * Thank you for dining at *
 * The Kinsey Surfside Club! *
 * * *

How to request released of previously deposited Funds for purchasing MC Ball tickets

In order to release funds to a club to purchase ball tickets, or to release funds for other ball related expenses – **No later than a week prior to the scheduled event – the Unit POC must:**

1. Submit a completed form NAVMC 11652, Expenditure Request/Reimbursement for Unit & Family Readiness Funds, to the Unit Fund Administrator in person or sent via email to unitfunds@okinawa.usmc-mccs.org for processing.
2. The Unit Funds Administrator will review the request to confirm all required information is provided and whether the necessary funds are available on account. If approved, the Unit Funds Administrator signs and transmits the completed NAVMC and BUM transfer coversheet to both the Unit POC and to the Facility holding the MC Ball.
3. The Unit POC is required to bring the signed NAVMC and MC Ball Roster to the Event Facility **at least three (3) days prior to the scheduled date of the MC Ball to obtain the MC Ball tickets.**

A reconciliation of your MC Ball Fundraising account can be requested at any time by the designee. This summary sheet shows all account activity. The Commanding Officer must assign a Designee to be responsible for their MC Ball Account. Unit Funds Administrator may only discuss the account balance or process payments/withdrawals/transfers with the Commanding Officer or the Designee; however anyone can deposit funds to the account. A MC Ball Funds Delegation/Appointment Letter must be submitted, please refer sample below.

Enclosure 1 - MCBALL Line of Accounting for All Units

Unit Code	Unit Name	BUM
1D	CG, 3rd Marine Logistics Group	BUM-6065-1D-2108-000-491
1E	Combat Logistics Regiment 35 (3d MLG)	BUM-6065-1E-2108-000-491
1F	3d Maintenance Battalion (3d MLG)	BUM-6065-1F-2108-000-491
1G	3d Supply Battalion (3d MLG)	BUM-6065-1G-2108-000-491
1H	Combat Logistics Regiment 37 (3d MLG)	BUM-6065-1H-2108-000-491
2A	Marine Aircraft Group 36	BUM-6065-2A-2108-000-491
2B	Marine Aviation Logistics Squadron 36, MAG-36	BUM-6065-2B-2108-000-491
2D	HMM/VMM-262, MAG-36 (1st MAW)	BUM-6065-2D-2108-000-491
2E	VMM-265, MAG-36 (1st MAW)	BUM-6065-2E-2108-000-491
2F	Marine Air Control Group 18 (1st MAW)	BUM-6065-2F-2108-000-491
2G	Marine Air Support Squadron 2, MACG-18	BUM-6065-2G-2108-000-491
2H	Marine Air Control Squadron 4, MACG-18 (1st MAW)	BUM-6065-2H-2108-000-491
2I	MTACS-18, MACG-18 (1st MAW)	BUM-6065-2I-2108-000-491
2J	H&HS, MCAS Futenma	BUM-6065-2J-2108-000-491
3A	MCIPAC	BUM-6065-3A-2108-000-491
3E	Marine Wing Headquarters Squadron 1	BUM-6065-3E-2108-000-491
3G	3D Transportation Support Battalion	BUM-6065-3G-2108-000-491
3H	Marine Wing Communications Squadron 18	BUM-6065-3H-2108-000-491
3J	MWSS-172	BUM-6065-3J-2108-000-491
3K	Combat Logistics Regiment 3 (3d MLG)	BUM-6065-3K-2108-000-491
3L	Combat Logistics Battalion 4 (3d MLG)	BUM-6065-3L-2108-000-491
3M	3d Dental Battalion (3d MLG)	BUM-6065-3M-2108-000-491
3N	Headquarters & Support Battalion, MCB Camp Butler	BUM-6065-3N-2108-000-491
3O	U.S. Naval Hospital Okinawa, Japan	BUM-6065-3O-2108-000-491
3P	3d Medical Battalion (3d MLG)	BUM-6065-3P-2108-000-491
4A	CG, 3rd Marine Division	BUM-6065-4A-2108-000-491
4B	HQBN, 3rd Marine Division	BUM-6065-4B-2108-000-491
4C	III MEF - Command Element	BUM-6065-4C-2108-000-491
4D	MEF Headquarters Group (III MHG)	BUM-6065-4D-2108-000-491
4E	MEF Headquarters Group (3d MEB)	BUM-6065-4E-2108-000-491
5A	12th Marine Regiment (3d Mar Div.)	BUM-6065-5A-2108-000-491
5B	3d Battalion, 12th Marines	BUM-6065-5B-2108-000-491
5C	31st Marine Expeditionary Unit (III MEF)	BUM-6065-5C-2108-000-491
5D	5th Anglico (III MEF)	BUM-6065-5D-2108-000-491
5E	7th Communication Battalion (III MEF)	BUM-6065-5E-2108-000-491
5F	3d Intelligence Battalion (III MEF)	BUM-6065-5F-2108-000-491
5H	Combat Logistics Battalion 31 (31st MEU)	BUM-6065-5H-2108-000-491
5I	9th Engineer Support Battalion (3d MLG)	BUM-6065-5I-2108-000-491
5J	3D Law Enforcement Battalion (III MEF)	BUM-6065-5J-2108-000-491
6B	3rd Reconnaissance Battalion (3d Marine Division)	BUM-6065-6B-2108-000-491
6C	4th Marine Regiment (3d Marine Division)	BUM-6065-6C-2108-000-491
7A	HqBn CATC, Camp Fuji	BUM-6065-7A-2108-000-491
8A	Camp Mujuk, Pohang, Korea	BUM-6065-8A-2108-000-491

UNIT LETTER HEAD

7000
SER
[Type Date]

From: Commanding Officer
To: [TYPE COMPLETE NAME OF DESIGNEE HERE]

Subj: APPOINTMENT AS UNIT & PERSONAL FAMILY READINESS PROGRAM FUNDS DESIGNEE
FOR MARINE CORPS BALL

Ref: (a) MCO 7040.11A

1. Pursuant to the authority contained in reference (a), and in the performance of your duties as Marine Corps Ball Funds Designee, you are hereby authorized to sign on my behalf documents pertaining to spending of Marine Corps Ball Funds under the heading of [LIST UNIT HERE].
2. The administration of Marine Corps Ball Funds is a trust which requires that funds be expended with prudence so as to benefit the greatest number of authorized patrons and that all expenditures are properly authorized, planned, and executed. Activities must be operated in an economical, efficient, and businesslike manner that will ensure financial stability.
3. This appointment is automatically revoked upon termination of my tenure as Commanding Officer or upon your reassignment or separation from the billet specified in paragraph 1 above.
4. This authorization (original) will be filed in the unit's official correspondence files.
5. For all documents you process as Marine Corps Ball Funds Designee, your signature must be in the form indicated in the below acknowledgment. If you have any questions regarding your responsibilities, please contact the undersigned.

[COMMANDERS TYPED NAME AND SIGNATURE]

The undersigned acknowledges appointment, and understands the responsibilities as Marine Corps Ball Funds Designee.

Signature

Email

Date

Phone

Copy to:
Individual
MCCS AMO

Marine Corps Ball 2020

♣ Butler O'Club-ppl 550 ♣ Hansen Palms-ppl 1000 ♣ Futenma Habu Pit-ppl 200 ♣ Schwab Beachhead-ppl 200 ♣ Kinser Surfside-ppl 350						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
18-Oct	19-Oct	20-Oct	21-Oct	22-Oct	23-Oct	24-Oct
				10 ♣ 3rd TSB		11 ♣ MCAS FUTENMA
25-Oct	26-Oct	27-Oct	28-Oct	29-Oct	30-Oct	31-Oct
				12 ♣ MWHS 1 13 ♣ HQ BN 3D MAR (B)	14 ♣ CLR 3 HQ	Halloween
1-Nov	2-Nov	3-Nov	4-Nov	5-Nov	6-Nov	7-Nov
	15 ♣ MASS 2	16 ♣ MWSS 172	17 ♣ CLB 4	18 ♣ MACG HQ 1 ♣ III MIG 19 ♣ MAG 36 HQ	2 ♣ 3rd MEB 3 ♣ 31ST MEU CE	4 ♣ III MEF
8-Nov	9-Nov	10-Nov	11-Nov	12-Nov	13-Nov	14-Nov
20 ♣ 3rd MED BN	7 ♣ 3rd MARDIV 21 ♣ 5TH ANGLICO	MC Birthday 22 ♣ 7TH COMM	Veterans Day	23 ♣ MACS 4 24 ♣ CLB 31	6 ♣ 1st MAW 25 ♣ 3rd LE BN	5 ♣ MCIPAC 42 ♣ 3rd MAIN BN
15-Nov	16-Nov	17-Nov	18-Nov	19-Nov	20-Nov	21-Nov
	26 ♣ VMM 265	27 ♣ MWCS 18 28 ♣ MCIPAC HQ&S BN	29 ♣ 3rd INTEL BN	30 ♣ VMM 262 31 ♣ HQ BN 3D MAR (A)	9 ♣ 3rd MLG 32 ♣ PSD 18	33 ♣ 3rd LSB
22-Nov	23-Nov	24-Nov	25-Nov	26-Nov	27-Nov	28-Nov
	34 ♣ MTACS 18 35 ♣ 12th MAR RG	37 ♣ MALS 36 38 ♣ 3rd Bn 12th MAR		Thanksgiving		
	36 ♣ CLR 37 (B)	39 ♣ CLR 37 (A)				
29-Nov	30-Nov	1-Dec	2-Dec	3-Dec	4-Dec	5-Dec
				40 ♣ 3rd RECON BN	41 ♣ 9TH ESB (A)	8 ♣ JROTC
6-Dec	7-Dec	8-Dec	9-Dec	10-Dec	11-Dec	12-Dec
				43 ♣ 3rd SUPPLY BN	44 ♣ 9TH ESB (B)	45 ♣ 4TH MAR RG