



# **TAB A**

## **Appointment Orders**

- Armory Manager Appointment Memorandum
- Transfer of Operations Fund Memorandum



## **TAB B**

# **Rental Applications**

- Rental Application Matrix (on top).
- All pending Rental Applications with related correspondence (Note - Upon receipt of the approved Rental Contract, attach the Rental Application to the Rental Contract and move to the Rental Contracts Tab)



# **TAB C**

## **Denied Rental Applications**

- All denied Rental Applications filed in numerical sequence with supporting documentation.



## **TAB D**

# **Rental Contracts**

- Rental Matrix (on top)
- All Rental Contracts with the following attached to each contract:
  - Signed Rental Contract and Addendum(s)
  - Completed Armory Sitter Personnel-Payroll Action Request Form (with supporting documentation) (as required)
  - Copy of required permits or licenses (Alcohol, Beer, Retail, Sports, etc.) (as required)
  - List of Chaperones (as required)
  - Bank deposit slip
  - Yellow copy of Receipt
  - Armory Rental Cleanup Checklist
  - Approved Rental Application

Ensure the Receipt Number and Rental Contract Numbers are entered on each page of the Rental Contract, Contract Addendum, and all other documents.

**01 July 2023– 30 June 2024**



# **TAB E**

## **State Treasurer Deposits**

- Copies of all deposit packets (Rentals, vending, UCMJ, etc.)



# **TAB F**

## **Reimbursements**

Items filed behind this TAB:

- Copies of all Reimbursement Requests with copies of supporting documentation.



# **TAB G**

## **Bank Statements**

- Monthly Bank Statement & Account Reconciliations
  - Attach and file copies of cancelled checks (if received) to the applicable bank statement.



# **TAB H**

## **Armory Rental SOP**

- Current Armory Rental Standard Operating Procedure (SOP)





# **TAB I**

## **Monthly TAG Audit Reports**

- Any reports received and maintained with the current year file.
- TAGSC Analysis of Monthly Revenue and Expenditure Reports (produced as requested).



## **TAB J**

# **Miscellaneous**

- Written correspondence from TAGSC concerning Armory Maintenance Funds.
- Written agreements between the SC Military Department and local municipalities, governmental organizations, schools, etc., of use of the Armory or Armory property for other than National Guard functions (Note – the TAG is the approval authority for all use agreements for Military Department property and facilities).
- Contracts between the Armory Manager and vendors.
- Copy of the Annual Audit by the MSC or Battalion Administrative Officer or designated representative.