

VOLUME 13, CHAPTER 2: “NONAPPROPRIATED FUND STANDARD GENERAL LEDGER”

SUMMARY OF MAJOR CHANGES

All changes are denoted by [blue font](#).

Substantive revisions are denoted by an asterisk (*) symbol preceding the section, paragraph, table, or figure that includes the revision.

Unless otherwise noted, chapters referenced are contained in this volume.

Hyperlinks are denoted by [bold, italic, blue, and underlined font](#).

The previous version dated [June 2019](#) is archived.

PARAGRAPH	EXPLANATION OF CHANGE/REVISION	PURPOSE
ALL	Updated formatting and hyperlinks to comply with current administrative instructions.	Revision
ALL	Deleted references to the Statements of Federal Accounting Standards since they have been superseded by Accounting Standards Codification Topics.	Revision
ALL	Added clarifying language throughout the chapter.	Revision
020201, 020301	Added Appropriated Fund/Non-Appropriated Fund (APF/NAF) as a basic common account code element of the Nonappropriated Fund Standard General Ledger (NAFSGL).	Revision
020302.C	Clarified the Activity Code has changed to a three-digit code per the NAFSGL.	Revision
020302.F	Added paragraph explaining the APF/NAF account code element per the NAFSGL.	Addition
020302.G	Clarified the General Ledger Account Code (GLAC) has changed to an eight-digit code per the NAFSGL.	Revision
020401	Clarified that data for each GLAC account must summarize to the four-digit DoD standard GLAC per the NAFSGL.	Revision
020402.E	Clarified requirements for reporting donations in the financial statements per DoD Instruction 1015.15.	Revision

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CHAPTER 2

NONAPPROPRIATED FUND STANDARD GENERAL LEDGER

0201 GENERAL

020101. Purpose

This chapter prescribes policy for the Nonappropriated Fund Standard General Ledger (NAFSGL), maintained on the [DoD NAF Accounting website](#). The NAFSGL is a modified version of the United States Standard General Ledger used for accounting and financial statement reporting to ensure financial statement information is consistent for all Nonappropriated Fund Instrumentalities (NAFIs). The NAFSGL provides for standardization and traceability from the financial statements through the general ledger balances to the source documentation for audit purposes. At a minimum, the Office of the Under Secretary of Defense (Personnel & Readiness) updates and publishes the NAFSGL prior to 1 October of each year. Policies in this chapter apply to all NAFIs and their supporting accounting offices, except the Military (Armed) Service Exchanges, which include Army and Air Force Exchange Service, Navy Exchange Service Command, and Marine Corps Exchange.

020102. Authoritative Guidance

The accounting policies, and related requirements prescribed, are in accordance with the applicable provisions of:

A. DoD Instruction (DoDI) [1015.15](#), “Establishment, Management, and Control of Nonappropriated Fund Instrumentalities and Financial Management of Supporting Resources;” and

B. [Financial Accounting Standards Board](#) Accounting Standards Codification ([ASC](#)). Users can obtain free access to the ASC by registering for the Basic View, which allows browsing by ASC topic.

0202 REPORTING

*020201. Basic Structure

The general ledger accounts are self-balancing (the total debits equal the total credits) and provide for accounting of business events. The NAFSGL contains a [Chart of Accounts and](#) basic common account code elements, including the Installation, Nonappropriated Fund (NAF), Activity, Cost Center, Site, [Appropriated Fund \(APF\)/NAF](#), and General Ledger Account Code (GLAC). Each Military Department uses the accounts required for its particular financial operations. The NAFIs and Military Departments may not have to use all accounts. See paragraph 020302 for a description of each common account code element.

020202. Financial Transactions

All resources acquired and used, and valid claims to and against those resources, are to be recorded as financial transactions. Asset and liability accounts cover the collection and payment of cash, the proper classification of assets (e.g., receivables, prepayments, inventory, and fixed assets), and the recognition and proper classification of liabilities (e.g., accounts payable, wages payable, loan liabilities, and pension liabilities). Revenue and expense accounts measure the realization of revenues from the sale of goods and services, and the recognition of costs through the use and consumption of assets.

0203 NAFSGL FRAMEWORK

*020301. Reporting

The NAFSGL framework requires reporting by specified common account code elements used to organize data for financial reporting. The current NAF common account code elements include the Installation, NAF Fund, Activity, Cost Center, Site, [APF/NAF](#), and GLAC.

020302. NAF Common Account Code Elements

A. Installation. A five-character code used to indicate the Military Service and the location where the NAF program is physically or virtually located. [The first digit is an alpha character that serves as a Military Service designator \(A=Air Force, R=Army, M=Marine Corps, and N=Navy\). The last four digits are a numeric string that designates the installation.](#)

B. NAF Fund. A three-digit code that indicates the NAF Program Group and the type of NAF operation (e.g. Military Morale, Welfare and Recreation (MWR), Department of Defense Lodging, Military Academy Athletic Fund). More information about NAF Program Groups and the definition of NAFIs is in DoDI 1015.15.

* C. Activity. A [three](#)-digit code that indicates a specific program or an operational program of a NAFI designed to increase the well-being of authorized MWR users. An activity identifies operational organizations within the [Service](#) structure. Examples include bowling, camping, lodging, and golf.

D. Cost Center. A three-digit code providing a subset or subaccount used to give a more detailed view of a business activity by identifying the accounting subdivision of a NAFI. NAFIs consist of one or more subdivisions called cost centers. Transactions relating to one operational activity (e.g., military club) are recorded into one or more cost centers (e.g., bar, restaurant, or snack bar).

E. Site. A two-digit code for similar activities operated at separate physical locations that are associated with the same installation. For example, an installation might have two bowling [centers](#) or three clubs. The [Service](#) would provide a consecutive number for each similar location (e.g., Bowling Alley X = 01, Bowling Alley Y = 02). If the activity and cost center

cannot be traced to a specific site, use the code "00" to indicate the activity and cost center do not align with a site. If only one physical location exists, use the code "01" to identify the location.

* **F. APF/NAF.** A one-digit code used to differentiate NAF revenues and expenses from APF revenues and expenses. APF is received from a source outside the NAFI, such as the use of Uniform Funding and Management or a reimbursement to the NAFI for NAF expended when APF is the proper source funding (0 = NAF Only and 1 - 9 = APF).

* **G. GLAC.** An eight-digit code that is used to record transactions relating to a Service's NAF program assets, liabilities, equity, revenues (income), and expenses. The GLAC is the central repository for accounting data transferred from all sub-ledgers or modules, such as accounts payable, accounts receivable, cash management, fixed assets, purchasing and projects. The first four-digit string refers to the DoD Standard GLAC for DoD reporting. For example, account 1000 = Cash in Bank, account 1770 = Intangible Assets, and account 2000 = Accounts Payable. The last four-digit string refers to the DoD detailed account description for use by the DoD Components. For example, 0001 = Checking, 0002 = Local Checking Account, and 0003 = Local Bank Compensating Balance. A Chart of Accounts on the DoD NAF Accounting website provides a detailed definition of each account for reference.

0204 NAFSGL ACCOUNTS

*020401. Categories

The NAFSGL uses an eight-digit account numbering system for the GLACs. Within the NAFIs, the NAFSGL supports financial statement reporting at the Program Group level and the consolidated Military Department level. All data must summarize to the four-digit DoD standard GLAC and be traceable to the NAFIs using subaccounts. The following paragraphs discuss the definition of each summary category and the accounts that make up that specific summary category. The general ledger accounts are grouped into the following major summary categories:

<u>Account Numbers</u>	<u>Category</u>
1000	Assets
2000	Liabilities
3000	Net Worth/Equity
4000	Operating Income
5000	Operating Expenses
6000	Non-Operating Income
7000	Non-Operating Expenses

020402. Assets

Account for assets in the 1000 series of accounts. Current asset accounts consist of cash, investments, receivables, inventories, and other assets or resources that are reasonably expected to be converted to cash or be consumed during the normal operating cycle (12 months or less). Long-term asset accounts consist of NAFI-titled fixed assets, APF-titled fixed assets, and other long-term assets. Chapter 3 contains additional information on assets.

A. Cash/Investments. Cash and investments are liquid assets, which can be quickly used to carry out operations. Cash consists of coins, paper currency and readily negotiable instruments, cash in bank, foreign currencies, revolving cash funds, cash held in petty cash or change funds, imprest funds, savings, and restricted cash [for current operations, and certificates of deposit with an original maturity of three months or less](#). Investments consists of interest-bearing deposits, certificates of deposit with [an original maturity greater than three months but no more than 12 months](#), and marketable securities. Employee retirement cash and investments (employee 401K, employee retirement, and employee post-retirement medical) must be excluded from a consolidated presentation. The employee retirement cash and investments will distort available NAF.

B. Receivables. Receivables are amounts due from others when the right to receive funds occurs. This may result from amounts owed by employees, customers, and organizations for amounts earned on products sold and services rendered. Receivables consists of customer receivables, inter- and intra-NAFI receivables, APF receivables, merchant card receivables, claims receivables, employee receivables, accrued interest receivables, allowance for doubtful accounts, and other receivables.

C. Other Current Assets. Other current assets are prepaid expenses that are payments and expenditures made in contemplation of future benefits or performance. Other Current Assets consists of prepayments for supplies, contracts, insurance, franchise fees, deposits, and advance payments.

D. Inventory. Inventory consists of goods held for sale in the normal course of business, designated as resale inventory items, and warehouse materials not accounted for as prepaid supplies or fixed assets. Inventory consists of central warehouse inventory, work in progress inventory, and inventory in-transit.

* E. Fixed Assets. Fixed assets are property, plant and equipment purchased, donated, or transferred to NAFIs that have an expected life of two or more years. Fixed Assets consists of buildings, land, land improvements, vehicles, aircrafts, boats, furniture, fixtures and equipment, information technology, livestock, assets in progress, fixed assets in-transit when ownership passes to the NAFI before receiving the asset, and accumulated depreciation. [Donations of assets and services determined to be material are reported in the financial statements. Donated artifacts should not be included in the financial statements, unless the NAFI: 1\) uses or intends to use the artifact in its primary operations outside of its educational function; or 2\) sells or intends to sell the artifact and use the proceeds for something other than purchasing another artifact for educational purposes.](#)

F. Other Long-Term Assets. Other [long-term](#) assets are assets not identified in other asset categories. Other [long-term](#) assets consists of long-term pension benefit assets, receivables, long-term prepaid expenses, certificates of deposit (more than 12 months), marketable securities, long-term contributions, long-term franchise fees, intangible assets, and long-term royalty and trademark fees. Report pension benefit asset information when the pension plan is overfunded and classified as a [long-term](#) asset. Refer to Financial Accounting Standards [Board ASC Topic 715](#), “[Compensation–Retirement Benefits](#),” and Chapter 11 for reporting guidance.

Cash and investments restricted for long-term purposes must be classified and reported on the balance sheet as other long-term assets.

020403. Liabilities

Account for liabilities in the 2000 series of accounts. Current liability accounts are due on demand or will be due on demand within 1 year and consist of accounts payable, wages payable, interest payable, post-retirement benefit obligations (12 months or less), and other liabilities. Long-term liability accounts are due more than 12 months from the date of the Balance Sheet and consist of loan liabilities, capital lease liabilities, post-retirement benefit obligations (more than 12 months), and other long-term liabilities. Chapter 3 contains additional information on liabilities.

A. Accounts Payable. Accounts Payable consists of the amounts owed for goods and services.

B. Post-Retirement Benefit Obligation – Current. Report the current obligation when the pension plan is underfunded (plan assets are less than the plan benefit obligation). Report obligation information when the pension plan is underfunded and classified as a current liability as determined and provided by the pension provider. This includes any other post-retirement benefit plan, such as retiree health care. The benefit obligation is the accumulated post-retirement benefit obligation. Refer to [ASC Topic 715](#) and Chapter 11 for reporting guidance.

C. Other Current Liabilities. Other Current Liabilities consists of various payables, including loans, leases, interest, wages, taxes, and unearned income.

D. Long-Term Loans Payable. Long-Term Loans Payable consists of the amount of loans and notes that will be paid in more than 12 months.

E. Post-Retirement Benefit Obligation – Long-Term. Report the long-term obligation when the pension plan is underfunded (plan assets are less than the plan benefit obligation). Report obligation information when the pension plan is underfunded and classified as a long-term liability as determined and provided by the pension provider. This includes any other post-retirement benefit plan, such as retiree health care. The benefit obligation is the accumulated post-retirement benefit obligation. Refer to [ASC Topic 715](#) and Chapter 11 for reporting guidance.

F. Other Long-Term Liabilities. Other Long-Term Liabilities consists of the amount of leases and claims that will be paid in more than 12 months.

020404. Net Worth/Equity

Account for Net Worth/Equity in the 3000 series of accounts. Net Worth consists of retained earnings, transferred equity, workers' compensation reserves, equity reserves, undistributed profits and net income, unrealized gains and losses, and other equity transactions. The pension cost liability account records any adjustment made to the existing pension balances in the Balance Sheet. Post these adjustments as an offset to the equity account in the Balance Sheet as either an addition or reduction to Net Worth. Account for these temporary adjustments in the Net Worth

section of the Balance Sheet in the same manner as the unrealized gains and losses on investments pursuant to [ASC Topic 320](#), “Investments–Debt Securities.” In addition, do not include these temporary adjustments in the net worth calculation. Refer to [ASC Topic 715](#) for reporting guidance.

020405. Operating and Non-Operating Income

Classify income as either operating (4000 series) or non-operating (6000 series).

A. Operating Income. Account for operating income in the 4000 series of accounts. Examples of operating income accounts include gross sales income, participation fees income, concessionaire income, rental income, amusements income, gaming income, reimbursement income, and other operating income. Chapter 5 contains additional information on income.

B. Non-Operating Income. Account for non-operating income in the 6000 series of accounts. Examples of non-operating income include interest income, rebates income, subsidy income, exchange dividend income, [unusual and/or infrequent](#) income, and other non-operating income.

020406. Operating and Non-Operating Expenses

Classify expenses as either operating (5000 series) or non-operating (7000 series).

A. Operating Expenses. Account for operating expenses in the 5000 series of accounts. Examples of operating expenses include purchases, cost of goods sold, [depreciation expense](#), wage expense, tax expense, retirement expense, supplies expense, communication expense, utilities expense, travel expense, claims expense, entertainment expense, bad debt expense, [unemployment compensation/other employee benefit expense](#), and other operating expense. Chapter 5 contains additional information on expenses.

B. Non-Operating Expenses. Account for non-operating expenses in the 7000 series of accounts. Examples of non-operating expenses include interest expenses, [unusual and/or infrequent](#) expenses, [costs incurred in acquiring historical artifacts](#), [unusual and/or infrequent expenses](#), and other non-operating expenses.