

CHAPTER 20 - RAF CATERING ACCOUNTING PROCEDURES

OFFICERS' RESPONSIBILITIES FOR THE MESSING ACCOUNT

2001. **CO or OC Admin Wg.** The Commanding Officer / OC Admin Wg is to ensure that an independent checking officer carries out a full stock check at the end of each messing period.

2002. **OC Cat Sqn/Flt/CCSO.** OC Cat Sqn/Flt/CCSO is responsible for the correct compilation of both the messing account balance sheet and the income and expenditure accounts for each mess. They are responsible for the completion of the Unit balance sheet and individual mess income and expenditure sheets. The attention of catering officers is drawn to the pamphlet on the prevention of fraud-PAM(Air) 45.

2003. **OC Accts Flt.**

a. **Check and Payment of Bills.** On receipt of Contractors' bills, OC Accts Flt is to check the bills have not been paid previously, register them on RAF Form 16 (register of contractors' bills), allot a serial number and pass them to the OC Cat Sqn/Flt/CCSO for authorisation. On return from the OC Cat Sqn/Flt/CCSO, the OC Accts Flt is to check the arithmetical accuracy of the bills, and then pay them. Appropriate action is to be taken to ensure that bills are paid in time to obtain the maximum trade discount where applicable. Every effort is to be made to ensure that contractors submit their bills promptly and that bills correspond with the messing period.

b. **Recoveries for Purchases made by the Junior Ranks Mess for Service Funds Commitments.** On receipt of the statement of account (Form 6825) in respect of issues, OC Accts Flt is to record details of the statement in the miscellaneous recoveries register. Recoveries are to be made on Form 1680A, a copy of which is to be retained in support of the messing account.

c. **Messing Account Balance Sheet.** The OC Accts Flt is responsible for certifying on the monthly balance sheet that the cost of casual meals, extra messing income due from the individual messes or the SFAS, and exceptionally issues of commodities on repayment, have either been recovered or noted for recovery.

2004. **Non-Public Audit Board.** The responsibility of the Non-Public Audit Board towards messing accounting is solely to verify that non-public income due from mess members has been properly recovered and, after deduction of VAT, paid on demand to the accountant officer.

2005. **Daily Ration State** refer to Chapter 4.

MESSING ACCOUNTING SYSTEM

2006. The messing accounting system embraces the financial management of public and non-public messing income and expenditure in one income and expenditure account for each mess.

2007. **Messing Accounting Forms In Use.** With the exception of simplified accounting, manual accounting is no longer practised. In addition to the tri-Service Forms shown elsewhere in this Volume, the following forms are used in RAF catering accounting:

Form No	Title of Form
6825	Issues on Repayment Voucher (Annex A)
1680A	Bill for Services Provided
666	Payment of Contractor's Bill
6829B	Daily Summary of Extra Messing Income (Annex B)
6829D	Monthly Statement of Extra Messing Income (Annex C)
6591	Casual Meals in the Junior Ranks Mess - Messing Entitlement
34	Statement of Equipment Lost/Damaged

2008. **RAF In-Flight Catering Accounting Forms.** Details of the Forms to be used in claiming the various entitlements are shown below. As these forms are essentially ration accounting documents for use in support of claims in the messing account, they are not to be modified without the prior approval of DFS IPT.

- a. **Form 7032.** The form is used to record non-perishable items returned to kitchen stores following cancelled or delayed flights. (Annex E)
- b. **Form 7035.** This form is used to requisition flight meal entitlements when claimed retrospectively. It is used primarily for aircrew engaged on local flying. (Annex F)
- c. **Form 7037.** This is the standard requisition form for flight catering meal entitlements for aircrew and passengers who are route or local flying. Due to the complexities of in-flight rationing at RAF Brize Norton, this unit only is authorised to use a locally produced form. (Annex G)
- d. **Form 7038.** This form is used to requisition ground meal entitlements for aircrew on continuous 24 hour standby duty.. (Annex H)
- e. **Form 7038R.** This form is used to raise a bill for in-flight catering services provided. (Annex I)

In addition to the above forms, a locally produced Excel spreadsheet should be used by units conducting in-flt catering to act as a consolidation of all in-flt catering claims.

2009. **Public Income**

- a. Basic Entitlements. Calculation of DMR refer to Chapter 3.
- b. Catering Differentials. Refer to Chapter 3.
- c. Supplementary Entitlements. Refer to Chapter 6.
- d. Casual Meals. Refer to Chapter 5.

2010. **NON-PUBLIC INCOME - Officers' and Sergeants' Messes.** Extra messing income is not to include charges for casual and day duty meals which is to be treated as public income and all Entitled and Non-Entitled Cash Casual Meal monies recovered is to be paid into the DFS IPT Food Vote in accordance with Chapter 5.

2011. Extra messing income is derived from a levy on living-in officers, bar snacks, food items sold to the bar and mess functions in Officers' and Sergeants' messes. The income from these sources is to be accounted for as set out below and is to be summarised daily on Form 6829B prepared in triplicate, the original and duplicate being forwarded to SFAS/Mess clerks for completion with the original being sent subsequently to OC Cat Sqn/Flt/CCSO. The triplicate is to be retained by the mess manager:

- a. **Meal Charges.** The income due is to be assessed after each meal and included on form 6829B. In the case of day duty visitors this will be the net amount after deduction of the public income element from the charge for the meal. The public income will be credited to the income and expenditure account through the day duty meal register (Form 7033).
- b. **Bar Snacks, Mess Functions and Sales of Food to the Bar.** The income due is to be assessed daily and included on the Form 6829B.
- c. **Refunds to Mess Members.** Any claim by a member of the Officers' or Sergeants' messes for a refund from the extra messing account, for whatever reason, may only be authorised by OC Cat Sqn/Flt/CCSO who will notify SFAS/Mess clerks for extra messing account action if a refund is approved. The adjustment should be actioned on the next Form 6829B to be raised. The catering income and expenditure account for the appropriate mess is also to be adjusted.
- d. **Recovery of Extra Messing Income to the Public Account.** The accountant officer is to recover into the public account monthly, in arrears the total of the extra messing income for each mess after deduction of VAT. The amount to be recovered by the accountant officer will be notified by OC Cat Sqn/Flt/CCSO on Form 6829D and is to equal the sum total of the amounts notified daily during the month to OC Cat Sqn/Flt/CCSO by the SFAS/Mess clerks on Form 6829B.
- e. **Advance of Contributions.** If contributions for a mess function are collected in advance they are to be credited to a separate special entertainment account in accordance with AP 3223. The food element is to be transferred to the extra messing income account only when the food has been purchased for the function. The transfer may be effected either piecemeal to meet specific bills or totally if it is expedient.

2012. **Junior Ranks' Messes.** MoD Publicly Funded Messing (PFM) supplied provisions may be sold on repayment to junior ranks' messes for non-public commitments with Commanding Officer's approval. Reimbursement for all foodstuffs to be prepared in the junior ranks' mess for non-public commitments is to be made to the SFAS by sections or clubs receiving the catering service. Form 6825 raised in triplicate is to be used for the purpose on each occasion. The actual commodities used may be listed and costed or the total number of meals supplied evaluated at their cost. The value of the Form 6825 is to be credited to the appropriate income and expenditure account. The QCat Accts/clerk is to send the duplicate copy to OC Accts Flt who is to initiate recovery action from SFAS, passing a copy of the form 1680A to OC Cat Sqn/Flt/CCSO for submission with the messing account for audit.

2013. **Non-Public Catering for Unit Clubs and Activities.** Many units provide a non-public catering service for their clubs and societies.

When this is done on a regular basis the following procedures are to be adopted:

- a. A Cat Sqn/Flt Buffet Account is to be opened with SFAS. Credits to this account will comprise cash payments or transfers from function sponsors. Debits will include Form 1680A for messing commodities, gratuities to staff employed, and incidental costs such as disposable cutlery and paper plates.

- b. A list of function types available, together with the appropriate cost per head, is to be issued to each sponsor requesting a function.
- c. A Buffet Requirement Proforma (Annex D) is to be completed in the catering office, and sent to the function sponsor for verification and signature.
- d. MoD PFM supplied Provisions. Private functions will carry a mandatory 32% on cost surcharge (management and delivery costs) on all PFM Core List items. Classifications of Informal, Formal and Private functions is contained in JSP 456 Vol 1 Chap 6.
- e. The full cost of the function is to be paid in advance. The function sponsor is to ensure that the certificate from SFAS reaches the catering office, to confirm payment.
- f. The function is to be costed by the appropriate mess Accountant, a F6825 raised and forwarded to Accts Flt for F1680A action in respect of the messing account concerned.

2014. **Value Added Tax.** VAT is applied to the total net cost of the function including the labour and food. Tax is not chargeable on grants made from public or mess funds towards the cost of functions. VAT is calculated to 2 decimal places.

EXPENDITURE

2015. Expenditure on the messing account consists of 3 fundamental types: expenditure through the PFM) contractor, local traders and service expenditure. The regulations concerning demands and expenditure are detailed in Chapter 4.

2016. **Crown Issues.** ORP expenditure and any ration store stocks issued to kitchens. The items issued are charged against the receiving account. ORP is to be brought onto the account at the current DMR rate in accordance with Chapter 12. Other stock issues are to be brought on and charged at current prices.

BALANCING ACCOUNTS

2017. The person responsible for the Catering Account is to print a statement of account at the beginning of each week for each mess; this statement is to reflect the balance of account as at the end of the previous week (normally Sunday). Due consideration is to be given to reflecting outstanding income and expenditure. The balance of the account for each mess is to be examined not less frequently than once per week by OC Cat Sqn/Flt/CCSO who is to take the necessary action to clear any overspending balance.

2018. **Monthly Account Closure.** Refer to Chapter 4. At the end of each month the account for each mess is to be closed. As soon as possible after receiving any outstanding credits a balance is to be struck and carried forward as the opening entry on the next month's account. The messing account balance sheet is to be signed as follows:

- a. The individual responsible for compiling the account is to sign to say 'The above is a true and accurate statement of income and expenditure for the period'.
- b. OC Cat Sqn/Flt/CCSO/CCSO is to sign to say 'The balance sheet is approved for submission'.

2019. **Local Trader Bills Non- Public Monies.** OC Cat Sqn/Flt/CCSO is to sign as approving all bills/payment vouchers in respect of items to be charged to messing accounts for which he is responsible. Accountant officers should pay all local traders' statements for food after certification by the OC Cat Sqn/Flt/CCSO. These

bills/statements are not normally to be paid until the non-public income has been recovered; however, attractive trade discounts are sometimes available for payment within a specified period and recovery arrangements with messes are to be such as to ensure that messing accounts derive the full benefit.

CLOSURE OF A STATION

2020. When the Unit finally closes the unconsumed stocks in a mess, airfield buffet, in-flight kitchen, MRT, RAFP dog section, or at any other location to which foodstuffs have been issued, are to be sent to a nominated RAF Unit, as determined by RAF Cat Ops. The value of the stock items is to be credited to the closing Unit's account and debited from the recipient's messing account. All items are to be valued at current prices but opened stock need not be accounted for.

2021. After all messing account transactions have been completed all ration accounting vouchers and supporting documents are to be forwarded to the station nominated for the purpose by RAF Cat Ops. The vouchers are to be retained by the nominated station. On closure, the balance remaining in credit on the account is to be zeroed. If there is a debit, this balance is also to be zeroed, but only after agreement has been given by RAF Cat Ops. If the debit is sizeable then consideration may be given to holding a Unit Inquiry. No credit or debit balance is to be transferred to another Unit, unless instructed to do so by DFS IPT Bud Man via RAF Cat Ops.

2022. When a Unit ceases to be self-accounting for rations, but continues in existence under a parent Unit, the procedure set out above is to be followed except that on the day that self-accounting ceases, any accrued under/overspending is to be transferred to the messing account of the station assuming the parenting responsibility. All account paperwork is to be passed on to the parenting Unit.

2023. **Ration Accounting Spreadsheet.** The spreadsheet accounting package automates the routine clerical calculations associated with the military ration accounting, whilst complying with current regulations. This includes calculating daily entitlement to income including any authorised additional supplements, against food expenditure, with an automatic computation of catering differentials and showing the appropriate debit/credit balance. The programme will generate and print all necessary forms and listings to provide a complete audit trail.

END OF MESSING PERIOD ACCOUNTING

2024. Messing accounts are to be prepared for periods of 1 calendar month. A balance sheet is to be completed every calendar month to collate the financial transactions of all income and expenditure accounts on the station and is to be submitted to RAF Cat Ops for receipt by the twenty-first day following the end of the messing period. In exceptional circumstances approval may be given for the late submission of messing accounts. Subsequently, a letter of explanation is to be enclosed with the account.

2025. **Stock Check.** A stock check is to be carried out of all commodities in the ration store, including ORP. This is to be undertaken on the last working day at the end of the messing period by an independent stock-checking officer or warrant officer.

2026. **Completion of Unit Messing Account.** The messing account is to be completed by the Catering Accountant. The balance sheet is to be completed as follows:

- a. The overspending/underspending balance brought forward from the previous messing period is to be entered as a debit/credit.
- b. The total value of Service items is to be entered on the debit side of the balance sheet.

- c. The value of issues of Public Funded commodities, local traders and SFAS, are to be entered on the debit side of the balance sheet against their respective headings.
- d. The net value of "Crown" items issued to the medical centre, in accordance with Chapter 6, is to be entered on both the debit and credit side of the balance sheet.
- e. The values of abatements are to be shown against their respective headings on the debit side of the balance sheet.
- f. Any adjustment resulting from previous audit observations is to be entered on the appropriate side of the balance sheet quoting the audit observation number(s).
- g. The net value of ration strength DMR is to be claimed as a credit on the balance sheet. Any adjustments are also to be as a credit/debit.
- h. The total entitlements shown on the balance sheet are to be supported by ration strength returns, certificates and separate machined lists for each type of entitlement. (Copies of all supporting documents are to be forwarded with the account for audit only when called for).
- i. The value of the forms 1680A for extra messing due from messes and SFAS are to be entered as a credit.
- j. The under/overspending balance is the difference between the sub-totals of the credit and debit which includes any debit or credit brought forward from previous messing periods. This balance is then to be calculated to one decimal place as a percentage of the income for the messing period. Any credit brought forward from previous messing periods is to be excluded from the income for the current period when calculating the percentage. The percentage so produced is a management control, the object of which is to determine the extent of under or overspending and enable management to take remedial measures in the event of any excessive fluctuation of messing expenditure during the messing period under review.
- k. The individual balances of income and expenditure accounts are to be listed in the messing account balance sheet. The net total of the income and expenditure accounts is equal to the station accrued credit/debit.
- l. The individual person responsible for the Acct and OC Accts Flt are then to complete the appropriate certificates. The account is to be countersigned by OC Cat Sqn/Flt/CCSO.

2027. **Carry-forward of Accrued Credit.** Refer to Chapter 4.

2028. **Overspending or Overclaim of Entitlement.** Refer to Chapter 3.

2029. **Distribution of the Messing Account.** The messing account is to be distributed as follows:

- a. The hard copy and all supporting documents/vouchers is to be retained on Unit for a period of 2 years. When called for by RAF A4 Cat Ops, the complete account, together with supporting documents.
- b. The electronic copy of the spreadsheet is to be sent to RAF A4 cat Ops and DFS IPT to arrive by the 21st of the following month.

- c. An explanatory letter covering any anomalies in the account e.g. over/underspends, Miscellaneous Credits/Debits, outstanding income or expenditure

2030. **Management Checks.** OC Cat Sqn/Flt/CCSO is to carry out a 10% check of all ration strength and supplementary/flight catering claims input in to the spreadsheet for accuracy and correct accounting procedure. The checks are to be carried out on a monthly basis after all claims have been entered. Each claim checked is to be initialled and dated.

2031. **Return of Non-Cash Losses and Write-Offs.** Refer to Chapter 11. At the end of each month, all Units are required to send a return to DFS IPT via RAF Cat Ops that details any non-cash losses and food write-offs. Examples that should be included are fridge failures, damaged packaging, loss due to shelf life expiry and disposal of food stuffs resulting from the application of legislation. For all situations, explanatory notes are to be provided.

AUDIT OF MESSING ACCOUNT

2032. The messing and ration stock accounts are subject to two types of audit:

- a. In-office management checks of the station messing account by the management audit department of RAF Cat Ops.
- b. On-site checks by DIA staff. Refer to Chapter 10. This will be carried out by the regional staffs of the DIA and is a check on the management control systems.

2033. **Detailed Audit.** Units will be notified by RAF Cat Ops at periodic intervals to forward their completed messing account and all supporting documents.

2034. **Management Audit Observations.** Observations arising from the in-office audit of messing accounts are to be sent to the OC Admin Wg/Sqn of the Unit by RAF Cat Ops in tabulation form with an accompanying letter. The OC Cat Sqn/Flt/CCSO is to answer such observations promptly in the reply column provided for this purpose. The observation replies are to be countersigned by OC Admin Wg/Sqn on behalf of the CO and sent to RAF Cat Ops. The appointment of each officer is to be shown after their signature. Any correspondence related to previous audit observations is to be similarly countersigned. Delay in replying to audit observations leads to the continuance of errors and adds to the burden of corrective action by RAF Cat Ops and Units.

2035 – 2099. Reserved.

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ANNEX A – RAF FORM 6825 - Issues on Repayment Voucher

Stn:	Mess:	Function Sponsor:	Contact Ext No:
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[illegible]

Actioned on Spreadsheet		Transaction and Bill Authorised		Action by Accounts Flt	
Voucher No.		Signature (OC Cat/Snr Cat Acct)		Folio No.	
Adjust No.				F1680A Sent to Cat HQ	
Input by: (signature)		Name & Rank (in Capitals)		Actioned by: (signature)	
Date:		Date:		Date:	

Distribution:

Copy 1 – Sent to Accounts Flt to enable raising the bill (Form 1680A) against the function sponsor.

Copy 2 – Retained by Catering Office, attached to the copy of the 1680A from Accounts Flt and retained with the account for audit.

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ANNEX B – RAF FORM 6829B - DAILY SUMMARY OF MESSING INCOME

RAF Unit Date(s)

Mess (tick box) ☐ Officers' ☐ Sergeants' (Note - Enter debit figures in red)

Crown Monies

Casual Meals (incl. VAT)

		£	p
	Breakfasts @		
	Breakfasts @		
	Lunches @		
	Lunches @		
	Teas @		
	Teas @		
	Dinners @		
	Dinners @		

Entitled cash casual monies are to be paid via RAC code: RLB 013 Local Project Code ZZZ 1GZ 2133.

Non - Entitled Cash Casual monies are to be paid into RAC Code: RLB 013 Local Project Code ZZZ 1GZ 2112.

Non-Public Monies

Extra Messing (incl. VAT)

Day Visit and Duty Meals

Extra Messing Element
(incl VAT)

	Members @			
	Members @			
	Breakfasts @			
	Breakfasts @			
	Lunches @			
	Lunches @			
	Teas @			
	Teas @			
	Dinners @			
	Dinners @			

Bar Snacks (incl VAT)

Bar Snacks (incl VAT)

Staff Meals (incl VAT)

Functions (incl VAT)*

Adjustments to Income*

Sub total

Less % VAT

Net Total

Purchases from Bar Account*

Sales to Bar Account*

Grants/Functions Exempted
from VAT

Total to Messing Account

*Details of Functions/Adjustments/Purchases/Sales

Action by Mess Manager	£	P
Recovered the following cash		
Noted for recovery on Mess Bills		
Attached the required receipt forms		
Total		
Signature (Mess Manager)	Date	

Action by SFAS As at (date):	£	p	Catering Office Actioned on Computer
Previous non-public income for the month			Voucher No.
Plus income shown on this form			Adjust No.
Running gross total for month (incl VAT)			Date
Less total VAT for month to-date			
Running net total for the month (excl VAT)			Signature (Snr Cat Acct)
Signature (SFAS Clk)	Date		

Distribution:

Copy 1 – To SFAS/Mess clerks for completion and then sent to OC Cat Sqn/Flt.

Copy 2 – To SFAS/Mess clerks for completion and then retained by SFAS for reference.

Copy 3 – Retained by Mess.

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ANNEX C – RAF FORM 6829D - Monthly Summary of Extra Messing Income

RAF Unit

Month

Mess (tick box) ☐ Officers' ☐ Sergeants'

Day	Daily Income (excl. VAT)		VAT	Progressive Total (incl. VAT)		Day	Daily Income (excl VAT)		VAT	Progressive Total (incl. VAT)	
	£	p		£	p		£	p		£	p
1						Bal Brought Forward					
2						17					
3						18					
4						19					
5						20					
6						21					
7						22					
8						23					
9						24					
10						25					
11						26					
12						27					
13						28					
14						29					
15						30					
16						31					
						Less Total VAT for the Month					
						Balance for Recovery on Messing Account					

Catering Office - I certify that the above summary is an accurate extract of the daily extra messing income as stated on Form 6829B for the Mess and month quoted above	
Signature (OC Cat Sqn/Flt/CCSO)	
Name & Rank (in Capitals)	
Date:	

Accounts Flt - I certify that the balance to be recovered (inclusive of VAT) has been noted in the miscellaneous recoveries register and recovery action initiated	
Signature (OC Accts Sqn/Flt)	
Recovery Register Folio No.	
F1680A Ser No.	
Date:	

Distribution:

Copy 1 – To Accts Flt for recovery action.

Copy 2 – To Accts Flt for attaching to Form 1680A and forwarding to Mess.

Copy 3 – To Accts Flt for certification and return to Cat Sqn/Flt/CCSO with copy of F1680A to support the messing account.

Copy 4 - Retained by Catering Office.

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ANNEX D - FUNCTION REQUIREMENT PROFORMA

Sponsor Details

RankNameSqN/Flt/SectionExt.....

Function Details

DateTimeLocation

Transport Details

Private or Official Function

Function to be undertaken by Officers/Sergeants/Junior Ranks Mess (delete as applicable)

Food Requirements

..... Portions of at £ per head = £

..... Portions of at £ per head = £

..... Portions of at £ per head = £

Notes

1. Any loss of Service equipment will be recovered from the function sponsor.
2. All equipment is to be returned to the appropriate mess within 24 hours of the function.
3. The tear-off slip below is to be completed and returned to the Catering Office at least 24 hours before the function.

detach

To: OC Cat SqN/Flt

From: Stn Cashier/SFAS

Certified that the sum of £ has been paid into the Cat SqN/Flt Buffet Account by.....for the
SqN/Flt/Sec function to be held on.....(date)

STAMP

Signed..... Rank Name Ext

(INTENTIONALLY BLANK)

ANNEX E - CANCELLED/DELAYED FLIGHTS (F7032)

Date of Flight _____ Flight Number _____

Notes:

1. This form is to be used for returning non-perishable items to kitchen larder.
2. This form should be raised in duplicate. The original copy is to be kept with the messing account for audit whilst the copy is to be given to the Sqn representative to support the entry in F1575B (Flt Authorisation Sheet).
3. This certificate is to be signed by a JNCO or above.

Item	D of Q	Quantity	Price	Value (£)
Total				

Certified that the above non-perishable items have been absorbed into the kitchen larder and the total value debited against the messing account.

Date_____Signature_____

NAME _____

(INTENTIONALLY BLANK)

ANNEX F - RETROSPECTIVE FLIGHT CATERING CLAIMS (F7035)

PART 1 (For completion by Duty Ops Officer/Flt Cdr) Sqn _____ Flight feeding entitlements are requested for aircrew/passengers* (note 1) who flew sorties during the week ending _____ as per list of names and times taken from log books shown below.									
Rank	Name	LI / LO	Nos Sorties Flown During Week (see note 3)			No single flights of 3 - 5 hrs	No full Rations Abated		
			0 - 1 hr	1 - 3 hrs	Aggregate 3 - 5 hrs (see note 2)				
Totals									
Signature: _____			NAME _____		Post _____				
			Rank _____		Date _____				

Notes:

1. A separate form is to be used for crew and passengers (annotate accordingly in Part 1)
2. The total flight times of a number of short sorties daily aggregated for a 3 - 5 hr claim.
3. The total number of sorties flown in the various qualifying bands during the week is to be entered in respect of each crew member.

PART 2 (for Cat Sqn/Flt use) – The following scales are applicable and have been claimed:								
Flight Time	No Sorties	Scale 21	Scale 22	Scale 25	Scale 27	Scale 28	Value	The following abatements have been made
0 - 1 hr								Offs DMR
1 - 3 hrs								SNCOs DMR
3 - 5 hrs								JRs DMR
Total Amount Claimed								Total DMR
Signature: _____			NAME _____		Post _____			
			Rank _____		Date _____			
Actioned on Spreadsheet: _____			Voucher No _____		Adjust No _____			
			Input By _____		Date _____			

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ANNEX G -REQUISITION FOR IN-FLT CATERING (CREW & PASSENGERS) – ROUTE & LOCAL FLIGHTS – F7037

This is an auditable document

PART 1 – to be completed by the ALM or NCO crew member									
Route		Local		AAR		Others			
Date				Flt Time				ETD	
Sqn No				Flight/Aircraft No					
Routes Destination(s)									
Aircraft Role/seat fit									
Op Crew				Slip Crew					
Supernumerary crew				VIPS					
Passengers									
Flight time for passengers									
Meals to aircraft/VASS									
Temperature Check Record – On receipt of rations				°C	°C	°C	°C	°C	°C
I certify that the details above accord with the Flight Plan/Aircraft Manifest.									
Signature		Name		Rank		Date			

PART 2 - To be completed by the ALM or NCO crew member 1. I have inspected the in-flt meals/bulk supplies and found them satisfactory. 2. I certify that the temperature of in-flt rations complies with the Food Safety Act (1990) ⁽¹⁾ 3. There have been no substantial changes to the flt plan.	
Signature: Name:..... Rank:.....Date:	

PART 3 - For Catering Account Use Only The following scales are applicable and have been claimed											
Scale	Aircrew			Passengers							TOT
	1	2	3	1	2	3	4	5	6	7	
21											
22											
22A											
23											
24											
25											
26											
26A											
27											
28											
28A											
28B											
22V											
25V											
Voucher No			Input by				Date			Total £	

MULTI SECTOR RATIONING							DETAILS OF LIVING-IN PERSONNEL			
AIRCREW							Local Flying and flights which originate and return to Parent Base on same day (JSP 456 Vol 2 Para 1734)			
Leg	Destination	Duration	Flight	Times	Meals		Rank		Rank	
1										
2										
3										
PASSENGERS										
Leg	Destination	Duration	Meals	Snack	Lt Sn	S1/S3	Bev			
1										
2										
3										
4										
5										
6										
7										

NOTES:

1. The temperature of all food commodities is to be checked for compliance with food safety regulations on delivery to the aircraft and at the point of service.

Special Case Flight Authority							
Local Flying Abatements							
	No @15%	£	No@35%	£	No @50%	£	Total £
Offs							
SNCOs							
JRs							
Total							
<p>I certify that:</p> <ol style="list-style-type: none"> a. The flight was rationed as a round trip/through intermediate stops b. The flight time is calculated from a series of short flights plus ground times c. Scale 23 has been claimed where boxed main meals have been provided. d. All claims and abatements have been actioned in the messing account <p>Signature: Name:..... Rank:.....Date:</p>							
<p>Management Check</p> <p>Signature: Name:..... Rank:.....Date:</p>							
<p>Management Voucher Check</p>							

ANNEX H - GROUND MEALS - AIRCREW ON 24 HOUR STANDBY – F7038

PART 1 – For completion by Duty Ops Officer/Flt Cdr

Ground meals are required for the under-mentioned personnel of _____
Sqn who are on continuous 24 hour standby duty.

From hours on (date)

To hours on (date)

Crew List:

Living-in Personnel		Living-out Personnel	
Rank	Name	Rank	Name

Name (Duty Ops Officer/Flt Cdr)		Signature
	Rank	
	Date	

PART 2 – For Cat Sqn/Flt Use

The following scales are applicable and have been claimed

	Number		Value		Total
Breakfast (Scale 6)		@		=	

Main Meals (Scale 7)		@		=	
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Total amount claimed	=	
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The following abatements have been made in the appropriate Mess accounts:			
Mess	15%	35%	50%
Officers			
SNCOs			

Actioned on Spreadsheet	
Voucher No	
Adjust No	
Input by	
Date	

Name (Catering Accountant)		Signature
	Rank	
	Date	

(INTENTIONALLY BLANK)

ANNEX I - BILL FOR IN-FLIGHT CATERING (F7038R)

Unit: _____ Govt/Civil Airline Operating AC _____ Country/Base from which Ac Operates _____ Type of Ac & Reg No. _____ Persons on Board: Total _____ Crew _____ Pax _____ Date of Issue of Supplies _____ Destination _____ (VAT only chargeable when embarkation and destination point are within the UK)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center; padding: 5px;">FOR CATERING OFFICE USE</th> </tr> <tr> <td colspan="2" style="padding: 5px;"> The supplies listed above were issued as shown. Net values of bulk supplies together with in-flt/ground meals have been credited to the account at the appropriate value </td> </tr> <tr> <td style="width: 60%; padding: 5px; vertical-align: top;"> Actioned on Spreadsheet: Voucher No _____ Adjustment No _____ Input By _____ Date _____ Cash Value _____ </td> <td style="width: 40%; padding: 5px; vertical-align: top;"> I certify that the meals/ bulk supplies listed below have been received and that the cost is the liability of: Name _____ Signature _____ Rank/Name of CO _____ Date _____ </td> </tr> </table>	FOR CATERING OFFICE USE		The supplies listed above were issued as shown. Net values of bulk supplies together with in-flt/ground meals have been credited to the account at the appropriate value		Actioned on Spreadsheet: Voucher No _____ Adjustment No _____ Input By _____ Date _____ Cash Value _____	I certify that the meals/ bulk supplies listed below have been received and that the cost is the liability of: Name _____ Signature _____ Rank/Name of CO _____ Date _____
FOR CATERING OFFICE USE							
The supplies listed above were issued as shown. Net values of bulk supplies together with in-flt/ground meals have been credited to the account at the appropriate value							
Actioned on Spreadsheet: Voucher No _____ Adjustment No _____ Input By _____ Date _____ Cash Value _____	I certify that the meals/ bulk supplies listed below have been received and that the cost is the liability of: Name _____ Signature _____ Rank/Name of CO _____ Date _____						

BREAKDOWN OF MEAL SCALES/BULK SUPPLIES PROVIDED

Meal Scales and/or Bulk Supplies Provided on Repayment	Number Issued	Price	Cost to Customer (£)	Exchange Rate Value
Flight Main Meal (Scale 22)				
Flight Breakfast (Scale 26)				
Flight Supplement (Scale 21)				
Flight Snack Meal (Scale 24)				
Flight Light Refreshment (Scale 25)				
Flight Boxed Meal (Scale 23)				
Hot Beverages (Scale 27)				
Cold Beverages (Scale 28)				
Cold Beverages (Scale 28A)				
Cold Beverages (Scale 28B)				
Cutlery Packs				
Sub Total Flight Meals				
Add VAT				
Total Cost For Flight Meals				
Ground Breakfast (Scale 6)				
Ground Main Meal (Scale 7)				
Light Refreshment (Scale 25)				
Hot Beverages (Scale 27)				
Cold Beverages (Scale 28)				
Sub Total For Ground Meals				
Add VAT				
Total Cost For Ground Meals				
Cost Of Bulk Supplies				
Add Departmental Expenses (DE)				
Total Bulk Supplies +DE				
Add VAT				
Total Cost For Bulk Supplies				
Total Cost To Be Recovered				

(INTENTIONALLY BLANK)