

CHAPTER 9 - NON-PUBLIC MESSING

0901. **General.** The food provided by the PFM Contractor is supplied principally for consumption in Service messes. This food may, however, be provided to authorised personnel on repayment either to enhance messing standards in Officers' and Senior Rates/Ranks' Messes, or for authorised functions. These provisions may not be removed from MOD property or landed from ships, except where properly authorised for use in residences, or for adventurous training or expeditions. Provisions bought on repayment, whether for official or private functions, may not be resold except when used for the Snack Bar. Where provisions are authorised to be supplied to non-entitled exchequer customers on an individual basis, payment must be secured in advance.

0902. **Definition of Repayment Categories.** For pricing purposes repayment customers are divided into the following categories:

- a. **Entitled.** All departments of the MOD and others where a MOU or other reciprocal agreement exist, are to pay the PFM List price.
- b. **Non-Entitled.** All others, including private individuals and off-duty Service personnel and their families, are to pay the PFM list price plus a 32% on-cost surcharge. This surcharge is made up of the logistic fee associated with the current contract (now paid centrally by DFS IPT, but formally included in the Core List price under the previous contract which amounts to 22%), plus a 10% fee to cover Departmental costs in making this facility available. Refer to JSP 368.

0903. **Functions:** Functions that attract a Service Provision Payment are those that are open to all mess members. JSP 462 Financial Management Policy Manual, Chapter 45 relates to sound governance for Official Entertainment and should be read in conjunction with this Chapter.

0904. **Approval.** A certificate requesting an issue of provisions on repayment is to be forwarded to the unit Catering Officer for endorsement. The certificate is then to be forwarded to the Commanding Officer or his delegated representative (not required for provisions required for extra messing). The request is to be endorsed with either "Official" or "Private" denoting the classification of the function. Once the Commanding Officer has approved the function the provisions may then be issued. The following information is required on the certificate:

- a. Type of function (Formal / Informal / Private)
- b. Date of function
- c. Venue
- d. Sponsor (Mess Committee / Social Secretary / Individual)
- e. Authorisation by Catering Officer - to confirm provisions are available
- f. Authorisation by Commanding Officer (or delegated officer) - to approve the function

(Note : In the RAF issues on repayment may be authorised by OC Cat Sqn/Flt, and actioned through OC Accts Flt on F6825 and F1680A).

0905. **Function Classification.** Functions are divided into three categories:

- a. **Formal Functions.** Functions approved by the Command. In Officers' messes, one Formal Function may be authorised per month (to a maximum of 12 per annum). In Warrant Officers' and Senior Rates/Ranks' messes, 6 Formal Functions may be authorised per annum, which are open to all mess members. The mess accepts financial liability for the food and beverage costs, but the costs of labour are subject to approval by relevant budget managers. Examples of such functions are Summer or Christmas Ball, Commemorative Dinners (e.g. Trafalgar Night, Battle of Britain, Regimental Dinners) or a Full Mess Dinner.

b. **Informal Functions.** Functions in Officers', Senior Rates/Ranks' and Junior Rates/Ranks' Messes where all members are eligible to attend, and the mess accepts financial liability for labour, overtime, food, beverage, entertainment and all other costs. There is no restriction on the number of Informal Functions held within a mess. Examples of such functions are Mess Quiz Night, Christmas Draw, Dances, Mess BBQs, Burns Night, New Years Eve Party.

c. **Private Functions.** Private Functions are attended by invitation only and as such are not open to all mess members. They are to be authorised by the Commanding Officer (or Delegated Officer). The Crown is under no obligation to provide facilities for the purchase of PFM-supplied provisions for private functions held in the mess, and nothing in this article is to be construed as granting any entitlement in this respect. Foodstuffs for these functions may be purchased through the food supply contractor, either from the core list, or as Special Forward Orders (SFOs). (SFO prices are to be agreed between the function organiser and the contractor). All purchases must be ordered in the appropriate D of Q and the full cost of the order must be paid, regardless of whether any food is unused at the end of the function. All those repayment requests not certified as Formal or Informal (including sales to all non-entitled customers and F&C governments) will be classed as private functions, and carry a mandatory 32% on cost surcharge on all Core List items. All accrued charges are to be settled by those attending the function, and any monies owing to the Crown are to be paid within 14 days after the event. Any further charges are at the discretion of the appropriate mess committee. VAT, where, appropriate, is to be added to the total cost of food supplied after adding 32% on-costs and then paid into the Food Vote RA Code RLB 013, Local Project Code ZFP1GZ2112). Examples of such functions are Wedding Receptions, Christenings, Birthdays, Leaving Lunches, Individual Mess Members Functions.

0906. **Extra Messing.** Officers' and Senior Rates/Ranks' Messes may buy daily requirements that enhance the normal standard of messing. These items are to be treated as issues on repayment, and the monies are to be recovered monthly from the mess officials (refer to Chapter 5).

0907. **Costing of Issues.** Except for sales to private functions described at 0905c, all repayment issues of PFM items are to be charged at the current Core List price. For non-core listed items, the cost price is to be charged.

0908. **DMR Re-Credits.** For formal and informal functions, where the event is due to take place over a normal meal period, the appropriate percentage of the DMR for that meal may be credited for personnel attending the function who appear on the Feeding Strength for that day. This figure is to be abated from the cost of the function. The credit figure for such abatements from repayment bills is not to exceed the cost of the food purchased. The DMR re-credit abatement from the repayment bill is then to be debited to the Unit's catering account. The sponsoring organisation may be liable for additional costs.

TIED RESIDENCES (TR) AND MARRIED QUARTERS/SERVICES FAMILY ACCOMMODATION (MQ/SFA)

0909. **Individuals Authorised to Entertain at Public Expense.** When an individual living in a TR or MQ/SFA is authorised to entertain at public expense, provisions to be used solely for such entertainment may be purchased through the messing account on repayment. Issues are to be made at Core-List prices or cost price for non Core-List items.

0910. **Accompanied Personnel Serving Abroad for whom no Commercial Facilities exist.** Personnel, both Service and MOD Civilian, who are serving married accompanied abroad may purchase provisions from Service sources at the PFM price, where it can be established that commercial facilities are either unavailable, or do not exist within a reasonable travelling distance. Accounts are to be settled in accordance with paras 0911 – 0913.

PAYMENT OF ACCOUNTS/BILLS

0911. All bills must be settled within 14 days of the end of the accounting period or within 14 days after the event for Private Functions. Failure to do so may result in the repayment customer privilege being withdrawn.

0912. **Receipt of Bill Payments.** All payments are to be correctly receipted and the receipt number noted on the unit copy of the bill.

0913. **Payment Routines.** Repayment bills are to be raised by the Catering Department and forwarded to the Cash Office/Accts Flt and the repayment customer. Payment is to be made direct by the customer to the Cash Office/Accts Flt. A receipted copy of the "paying in voucher" is to be forwarded to the Catering Office for cross-reference.

0914. **RA Code to be Credited.** All receipt of monies for the sale of provisions are to be credited to RA Code RLB 013, Local Project Code ZZP1GZ2112 for non-public funds.

0915. **VAT – UK Units only.** VAT is charged on certain items of food supplied by the PFM contractor. Should such items subsequently be sold on repayment to either entitled or non-entitled individuals (as defined at Chapter 5), the VAT element is to be charged to individual's repayment bill. The items of provisions that attract VAT are listed in the PFM Price List as Code 3.

0916. **VAT (Functions).** An instruction in respect of the application of VAT for functions is at Annex A to this chapter. The caterer raises the food bill zero rated VAT, (RN - VAT Code 3) even if luxury items e.g. chocolate/orange juice have been provided.

0917. The Mess Accountant raises the bill for the customer and the total Net sum, which includes food and other costs such as labour etc, which attracts VAT as "a service" has been provided, irrespective of whether the mess is registered for VAT or not, this has no relevance.

0918. **Insurance Cover – Food for Non-Public Catering.** Food obtained solely for use by Messes which is to be expended using non-public funds is deemed to be Mess property from the time of receipt. Any loss incurred, irrespective of cause is to be borne by the Mess. Adequate insurance cover should therefore be considered.

0919 – 0999. Reserved.

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ANNEX A – EXAMPLES OF APPLICABILITY OF VAT ON FUNCTIONS (UK ONLY)

Type Of Function	Remarks
<p>Formal Function: e.g. Full Mess Dinner, Summer or Christmas Ball, Commemorative Dinners (e.g. Trafalgar Night, Battle of Britain, Regimental Dinners)</p> <p>Informal Functions: e.g. Mess Quiz Night, Christmas Draw, Dances, Mess BBQs, Burns Night, New Years Eve Party.</p>	<p>1. Irrespective of whether the mess is VAT registered VAT is applicable when a “Service” is provided to the function NET costings, inc labour, food etc.</p> <p>2. Function to be certified official by the CO or delegated representative.</p> <p>3. Food listed in the PFM Price List that attracts VAT is to be charged to the function and re-credited to the catering account if already charged.</p>
<p>Private Functions: e.g. Weddings, Christenings, Birthday Parties, Individual Mess Members Parties, Dinners.</p>	<p>1. Irrespective of whether the mess is VAT registered VAT is applicable when a “Service” is provided to the function NET costings, inc labour, food etc.</p> <p>2. Function to be certified official by the CO or delegated representative.</p> <p>2. Function attended by invitation only and is not open to all Mess Members.</p> <p>3. The Caterer is to add 32% on-costs and is not to add any VAT to the food bill for a private function, however, VAT is to be raised on the overall cost of the function by the Mess Accountant/Contractor once labour costs etc have been included.</p> <p>4. Where the Caterer raises a food bill direct to the function organiser, On-cost and VAT is to be applied.</p> <p>5. Unless when raw food is supplied on repayment i.e. a BBQ, Zero VAT is applicable.</p>
<p>Food supplied from Unit/Ship to Unit/Ship/Bde/Div</p>	<p>Requirement authorised by CO/Comd/LO.</p>
<p>Functions on CO's Entertainment Allowance</p>	<p>1. Entertainment Allowance is classed as a supply of Goods.</p> <p>2. Food listed in the PFM Price List that attracts VAT is to be charged to the function and re-credited to the catering account if already charged.</p>

Notes:

1. The above table is intended as a guide for use by Unit Caterers. Any Unit with a VAT question should in the first instance contact their own single Service VAT Focal Point as follows:

Sponsor DFS IPT – Budget Management

Royal Navy – FLEET HQ.

Army – Divisional Focal Points

RAF – Air Command

2. The VAT Resource Account Code (RAC) GCB001 is to be used and attributed to the Local Project Code ZZZG80U104.
3. Unit Catering staff should list any PFM items attracting VAT when a bill is submitted to the Mess Accountant.