

ACCOUNTING INSTRUCTIONS FOR MY [REDACTED]

14 JUNE 2024, VERSION 3

INTRODUCTION

Thank you for choosing Dayboard Maritime to provide accounting services for MY [REDACTED].

This document has been created specifically for your yacht to provide instructions and information necessary for the receipt of invoices, submission of receipts, approval processes, and other details.

ACCOUNT ADMINISTRATOR

The Account Administrator (and Payroll) for MY [REDACTED] is:

Name: Caitlin Baird

Email: [REDACTED]-acct@dayboardmaritime.com

Office: +1 954.372.3682

Mobile: +1 754.303.8189

All questions, concerns, and regular correspondence related to accounting should be sent to your Account Administrator.

If you need to reach your Account Administrator regarding a general question, please email her directly at caitlin@dayboardmgt.com.

PARTIES THAT ARE INVOLVED

The Lead Accountant for MY [REDACTED] is:

Name: Heather Nock

Email: heather@dayboardmgt.com

Office: +1 954.372.3682

Direct: +1 401.684.0277

Mobile: +1 954.551.8006



The Vessel Manager (and Crew HR) for MY [REDACTED] is:

Name: Ryan Rabatin
Email: ryan@dayboardmgt.com
Office: +1 401.684.0930
Mobile: +1 954.999.9108

The Captain for MY [REDACTED] is:

Name: [REDACTED]
Email: [REDACTED]
Mobile: [REDACTED]

The Relief Captain for MY [REDACTED] is:

Name: [REDACTED]
Email: [REDACTED]
Personal Email: [REDACTED]
Mobile: [REDACTED]

The Chief Stewardess/Purser for MY [REDACTED] is:

Name: [REDACTED]
Email: [REDACTED]
Mobile: [REDACTED]

The Owner for MY [REDACTED] is:

Name: [REDACTED]
Email: [REDACTED]
Mobile: [REDACTED]

The Owner's Executive Assistant for MY [REDACTED] is:

Name: [REDACTED]
Email: [REDACTED]
Mobile: [REDACTED]

Banking and Credit Card Representative for MY [REDACTED] is:

Name: [REDACTED] Private Wealth Associate
Email: [REDACTED]



Office: [REDACTED]; Fax: [REDACTED]

Address: [REDACTED]
[REDACTED]

Tax Accountant for [REDACTED] is:

Email: [REDACTED]

Address: [REDACTED]

Payroll Processing Representative for MY [REDACTED] is:

Name: [REDACTED]

Title: Payroll Representative

Email: [REDACTED]

Charter Manager for MY [REDACTED] is (if applicable):

Name: [REDACTED]

Title: Charter Manager, IYBA Charter Professionals Committee

Email: [REDACTED]

Office: [REDACTED]

Mobile: [REDACTED]

FUNDING REQUEST

On or around the 17th of the previous month, the Lead Accountant will reach out to the Captain and the Owner's Executive Assistant to review the next month's budget as well as list all upcoming unplanned expenses scheduled for the month with explanations. Following the creation of this list, the Lead Accountant will circulate the final version of the funding request email to the Owner, Owner's Executive Assistant, Captain, and Banking Representative with a copy of the request memo and support file.

CHARTER INCOME

All charter income is to be deposited into the Dayboard operating account designated for [REDACTED]. The Charter Manager will be provided with the Dayboard Banking Instructions. For each charter, the Charter Manager should include [REDACTED]-acct@dayboardmaritime.com on the email correspondence pertaining to the closing charter worksheet, which includes, but is not limited to, name of the client, charter start/end date, charter hire rate, charter broker fee, charter management fee, etc. The Account Administrator will book the necessary journal entries in Quickbooks.



APPROVAL PROCESS

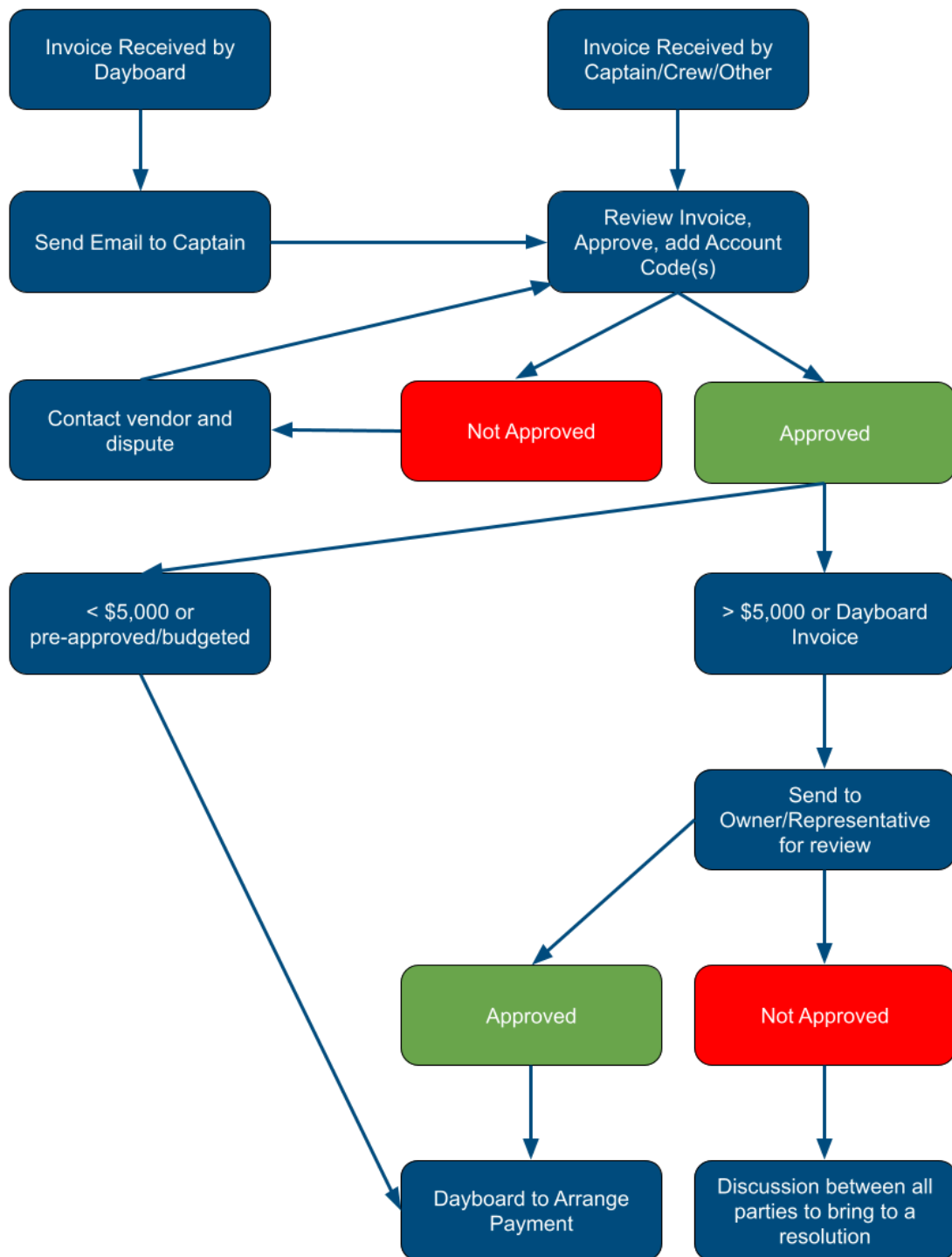
The formal approval process must be utilized for any invoice that is:

1. Not pre-approved and over \$5,000.00*
 - a. Pre-approved means a part of an approved budget or a previously approved quote/estimate, etc.

Review the Approval Process Workflow on the following page:



Approval Process Workflow



Without written approval Dayboard will not release funds to vendors and therefore accounts may become overdue which may result in fees, loss of services, or other consequences. Therefore, it is essential that the process be utilized and that Dayboard is informed immediately if any of the Approvers are removed or changed to ensure a proper flow of communication.

**Any invoice received by a vendor that is less than \$5,000.00 will still be sent to the Captain to ensure it is valid.*

WHAT CONSTITUTES AN APPROVAL?

In simple terms, an email from the Owner or their assigned representative confirming that an item is approved will constitute an approval. This can take two forms:

1. The approval of a received invoice for work, a purchase, etc.; or
2. The pre-approval of an item such as a shipyard budget, quotation, etc.

The approval process for MY [REDACTED] should follow the following steps:

- The Billing Details Letter should be provided to all vendors (this is provided separate to these instructions, if you do not have a copy please request from your Account Administrator)
 - The vendor is to provide the invoice using the details and instructions in the Billing Details Letter. The [Billing Details](#) is also available on the shared Google Drive folder.
- If the Captain, Owner, or Owner's Executive Assistant receives an invoice directly it is to be forwarded to [REDACTED]-acct@dayboardmaritime.com.
 - The Captain or Owner may simply state in the email that the invoice is approved along with the relevant account code(s).
- An invoice received from a vendor by anyone other than the Owner will be sent to the Captain for review and approved. If over \$5,000.00 and not pre-approved it will be sent by the Captain to the Owner for approval.
- When approval has been granted the invoice will be queued for payment. Payments will take place each Wednesday and Friday.
 - For emergencies or when quick turnarounds are required this should be noted so we can prioritize and pay via wire or ACH immediately (see [Urgent Approvals](#) below)

Invoices from Dayboard itself of any size, for all services and expenses, will always require approval to ensure full transparency.

Should the authorized representatives change please contact your Account Administrator immediately.

URGENT APPROVALS

An urgent invoice is any invoice in which the Captain and Owner communicates to Dayboard that it must be paid immediately.



When an urgent invoice is provided to Dayboard, the Account Administrator or Lead Accountant will send a direct email, followed by a phone call, to the Captain or Owner for faster approval and will be paid the same day if so authorized.

CREDIT CARDS

MY [REDACTED] utilizes the Owner's existing [REDACTED] relationship to handle issuing Credit Cards for use on the yacht.

Please note the following:

1. When a new card needs to be issued, the Captain or Owner's Executive Assistant will contact the bank to have the new card issued.
2. The Captain or Owner's Executive Assistant should inform the Account Administrator about the new issuance and inform them of who the card has been issued for along with any limitations that may be in place.

The Banking Relationship should grant the Account Administrator and Lead Accountant access to the account in order to access the monthly statements and pay the balance. By having online access, Dayboard will link the account to Quickbooks to automatically record the transactions. Once recorded the Chief Stewardess/Purser can enter the appropriate account code and attach the receipt to each transaction (see [Receipts/Invoices](#) below).

In the event that the bank is unable to provide the Account Administrator and/or Lead Accountant inquiry access to the account, the Owner's Executive Assistant will need to download reports on a weekly basis to [REDACTED]-acct@dayboardmaritime.com to be uploaded into Quickbooks. Once uploaded, the Chief Stewardess/Purser can enter the appropriate account code and attach the receipt to each transaction (see [Receipts/Invoices](#) below).

CHARTER APA

MY [REDACTED] utilizes their designated charter manager's Centtrip account to track the APA funds for charters. If this changes, please contact the Lead Accountant immediately.

OWNER APA

MY [REDACTED] has a dedicated [REDACTED] account to track APA-related funds for owner trips. The Owner's Executive Assistant will grant the Account Administrator and Lead Accountant access to view statements and download the activity. Once the Lead Accountant is granted access, the Lead Accountant will determine if the data from the account will be manually journalized into Quickbooks



or if there is functionality to create an automatic data feed into Quickbooks. The Captain and Chief Stewardess/Purser will need to provide the appropriate account codes and class descriptions.

RECEIPTS/INVOICES

The Captain is responsible for maintaining all receipts and invoices for all money spent and providing copies to Dayboard. There are 3 methods for providing receipts and invoices:

1. Credit Card

- a. Dayboard will link the account to Quickbooks to automatically record the transactions.
- b. The Chief Stewardess/Purser will be granted access to the Quickbooks account.
- c. The Chief Stewardess/Purser is responsible for:
 - i. Entering the appropriate account code(s) to the transaction.
 - ii. Entering the class description (if applicable). Refer to the correct [Account Codes](#) and [Class Descriptions](#) for further details.
 - iii. Attaching the receipt to each transaction.
 - iv. Clicking the Add button so it is added to the register.

2. Petty Cash

- a. In the shared Google Drive folder, there is a folder marked "1 - SCANNED ITEMS". Using the provided Dayboard iPad, go to the red PDF application and navigate to the folder. Please note that the Google Drive folder may need to be added, if so, please contact will@dayboardmgt.com.
- b. Select the "+" symbol in the bottom right corner and scan the receipt or invoice. Please note that the receipts should be marked with the correct account codes prior to scanning.

3. Where receipts or invoices are provided to you via email and have been paid by Dayboard, they can simply be forwarded to ██████-acct@dayboardmaritime.com. Please note that itemized invoices/receipts must be broken down into the correct account code and class descriptions (if applicable). We highly recommend an Apple Pencil to be able to mark the receipts/invoices directly with the correct accounts codes and classes. Where only one account code is applicable, the code may be provided in the body of the email. In this case, the Account Administrator will upload the receipt/invoice directly to the transaction in Quickbooks.



At the end of each billing cycle, the Account Administrator will review the credit card and checking account statements and spot check to ensure that the transactions have a corresponding receipt/invoice attached. If there are any transactions for which no receipt/invoice was provided, the receipt will be requested. If there is simply no receipt available, the transaction will be provided to the Captain for review to ensure there are no fraudulent charges.

RECEIVED BY DAYBOARD

When invoices are received directly by Dayboard, your Account Administrator will provide the Captain with a copy of the invoice for their review and to add [Account Codes](#) and relevant class description (if applicable). This process is done via email through the Dayboard issued iPad - specifically they will be sent to [REDACTED].

We highly recommend obtaining an Apple Pencil and adding account codes as follows:

1. Open the attachment
2. Select the edit button
3. Choose the style and color of the pen
4. Write in all account codes as necessary
5. Select "Done" and then "Reply All"
6. Add any additional details to the body of the email such as your approval
7. Send the email

PETTY CASH

Petty cash should be used sparingly and should only be used when the Credit Card or a payment by check or Wire/ACH is not possible.

The Captain, or their designated person onboard, is to maintain all receipts for all monies spent. A Dayboard representative will provide petty cash as needed, please contact the Lead Accountant with the amount required.

The Captain, or their designated person onboard, is responsible for maintaining all receipts and updating the petty cash schedule. At the end of the month, the Captain or the Chief Stewardess/Purser is to complete the [Petty Cash Report](#) located in the shared Google Drive folder within the corresponding year's folder. To access the Petty Cash Report navigate to the Google Drive application on the Dayboard provided iPad and edit the document from the iPad.

Per the [Receipts/Invoices](#) section above, receipts are to be provided. Where petty cash is used to pay dayworkers, provide tips, etc. use the receipt book onboard to match the transaction.

The receipts themselves should be itemized by writing the correct [Account Codes](#) and the class description (if applicable). In certain circumstances an individual receipt may have multiple purchases



that span more than one account code. In this situation, you must clearly identify by writing the account codes alongside of the applicable purchases.

When in foreign ports, the best method to receive Petty Cash is to request the funds from the local agent who will in turn bill the vessel. The agent should be provided with the [Billing Details Letter](#) (discussed below in "[Billing Details](#)").

BILLING DETAILS

A separate document, entitled "[Billing Details Letter for](#) [REDACTED] is provided to the Captain, Owner, and Owner's Executive Assistant. This letter should be provided to all vendors to ensure they have the correct billing details.

Should there be a change in the billing details, Dayboard will provide an updated letter. If you do not have a copy in your possession, please contact us at [REDACTED]-acct@dayboardmaritime.com.

PAYROLL AND CREW MEDICAL INSURANCE

Dayboard does not handle the payroll for MY [REDACTED] directly, however, Dayboard facilitates the transfer of the funds. In order to ensure that funds are prepared and available in time for payroll, the following procedures must be followed:

Onboarding a new crew member

- Captain notifies Dayboard Vessel Manager / Crew HR that a new crew member has been hired.
- The Dayboard Vessel Manager / Crew HR will contact the new crew member directly with the appropriate payroll documents. Once the documents are received, the Dayboard Vessel Manager / Crew HR will submit the documentation to the Payroll Representative to create and finalize the SEA.
- Captain works with Dayboard Vessel Manager / Crew HR related to crew medical insurance.

Monthly procedures

- The Account Administrator will contact the Captain on the 15th of each month requesting an update on new crew, changes, vacation, etc.
- The Captain will respond and provide the appropriate information.
- The Account Administrator will reach out to the Payroll Representative with the necessary information.
- Once payroll has been approved by the Captain and reviewed by Dayboard, the Account Administrator will email the Payroll Representative the monthly schedule. The Payroll Representative will populate an invoice and email to [REDACTED]-acct@dayboardmaritime.com.



Crew includes Dayworkers and others that work onboard without providing services on behalf of a third party company (i.e. a vendor). Failure to provide the appropriate documents may result in a failure of including the crewmembers in the next payroll cycle.

For work conducted in the United States, its territories, or by a U.S. national, the Internal Revenue Services (IRS) requires that any person (including Limited Liability Companies) paid more than \$600.00 per year be provided with a 1099. It is the Captain's responsibility to ensure that W9s are provided to any person paid over this amount but not included as part of payroll. A blank W9 is provided in the shared Google Drive folder.

Completed W9s should be provided to Dayboard so that we can distribute 1099s by January 31st of the following year. If no W9 is provided for dayworkers, or others, Dayboard will assume that the Captain has verified that the worker was from an incorporated entity and thus does not legally require a 1099 to be issued.

DAYWORKERS


A Dayworker is an individual that works onboard a vessel as a temporary member of the crew and therefore works for the owner of the yacht in the same way as any other member of the crew. Dayworkers are required to complete a "Dayworker Seafarer Employment Agreement" and be paid via payroll as either a 1099 contractor or W2 employee.


A Dayworker is NOT a vendor, employee or contractor of a vendor, or individual that offers services to vessels as a money making business including as a sole proprietorship.

CREW REIMBURSEMENT

While use of crew funds are not recommended, it is understood that when traveling, or in other circumstances, the crew may need to use their own funds to pay for a yacht-related expense.

As a result, the Expense Report (found in the Google Drive folder) should be utilized by the crew member. A copy of the document should be forwarded to the crew member to complete. Alternatively, you may provide us with the name and email of the crew member so that we can send them a copy directly.

The crew member must complete the Expense Report, which must include copies of the receipts, and provide it to the Captain for approval. The Captain can then forward the report to  -acct@dayboardmaritime.com indicating that it has been approved.

Where the Expense Report is for the Captain, the Captain may send it directly to  -acct@dayboardmaritime.com for review.



Once the Expense Report is received and reviewed, the Account Administrator will reach out directly to the crew member with the Captain on copy to discuss how the funds will be reimbursed (i.e. Zelle, ACH, or Petty Cash).

Upon payment of the reimbursement, the Expense Report will be marked with the date and method of payment and archived.

FINANCIAL REPORTING

Once Dayboard has received all the relevant information from the Captain related to the payments during the month and the Chief Stewardess/Purser has attached the receipts and provided the account codes to the credit card activity on Quickbooks, the Account Administrator will reconcile all the accounts. The Lead Accountant will work with the Account Administrator to prepare the financial statements and provide the explanations to the variances between budget and actuals.

The Lead Accountant will share the financial results to the Captain and the Dayboard team for review. Once it has been signed off, the financial statements will be emailed to the Owner, Owner's Executive Assistant, and the Tax Accountants.

-- Instructions Continue on Next Page --



ACCOUNT CODES

Upon review of the yacht's previous accounts and historical use, as well as other factors, the account codes found below have been created specifically for the MY [REDACTED].

The account codes should be referenced and each receipt or invoice provided to Dayboard must indicate the associated account code(s). This may be one account code for an entire invoice or receipt, or may be for one or more items within an invoice or receipt. It is the responsibility of the Captain, or their designated person onboard, to provide the correct account codes. Dayboard is not responsible for incorrect account codes being assigned.

Please note that you should review the account codes and should you have any questions or concerns, please contact Dayboard the Lead Accountant.

The below table outlines the account codes for MY [REDACTED]:

Account	Type	Code
Expenses Related to Charter APA		
APA Escrow Payable	Other Current Liabilities	APA
Charter Activity Costs		C100
Charter Activity Costs:Advertising & Promotional	Cost of Goods Sold	20101
Charter Activity Costs:Boat/Charter Shows	Cost of Goods Sold	20102
Charter Activity Costs:Charter Broker Expenses	Cost of Goods Sold	20103
Charter Activity Costs:Charter Cancellation Expense	Cost of Goods Sold	20104
Charter Activity Costs:Charter Management Fees	Cost of Goods Sold	20105
Charter Activity Costs:Charter Provisions (non-APA)	Cost of Goods Sold	20106
Crew Expenses		C200
Crew Expenses:Accommodation	Expenses	20201
Crew Expenses:Automobile	Expenses	20202
Crew Expenses:Bonus	Expenses	20203
Crew Expenses:Crew Placement Fees	Expenses	20204
Crew Expenses:Crew Services	Expenses	20205
Crew Expenses:Dayworkers	Expenses	20206
Crew Expenses:Food & Provisions	Expenses	20207
Crew Expenses:Medical	Expenses	20208
Crew Expenses:Supplies & Misc.	Expenses	20209
Crew Expenses:Payroll - Admin Fees	Expenses	20210
Crew Expenses:Payroll - Bank Fees	Expenses	20211
Crew Expenses:Payroll - Medical Insurance	Expenses	20212



Crew Expenses:Payroll - Salaries (Gross)	Expenses	20213
Crew Expenses:Payroll - Setup Fees	Expenses	20214
Crew Expenses:Training	Expenses	20215
Crew Expenses:Travel	Expenses	20216
Crew Expenses:Uniforms	Expenses	20217
Crew Expenses:Relief Crew	Expenses	20218
Crew Expenses:Payroll - Taxes	Expenses	20219
Crew Expenses:Payroll -	Expenses	20220
Fuel/Oil Expenses		F300
Fuel/Oil Expenses:Diesel	Expenses	20301
Fuel/Oil Expenses:Fuel for Tenders & Toys	Expenses	20302
Fuel/Oil Expenses:Lube Oil & Other	Expenses	20303
General & Administrative Expenses		G400
General & Administrative Expenses:Bank Charges & Fees	Expenses	20401
General & Administrative Expenses:Office Supplies	Expenses	20402
General & Administrative Expenses:Postage & Shipping	Expenses	20403
General & Administrative Expenses:Printing	Expenses	20404
General & Administrative Expense:Purchase Discounts	Expenses	20405
General & Administrative Expense:Currency Exchange	Expenses	20406
General Operating Expenses		G500
General Operating Expenses:Bridge		20500
General Operating Expenses:Bridge:Charts & Publications	Expenses	20501
General Operating Expenses:Bridge:Bridge Electronics & Misc	Expenses	20502
General Operating Expenses:Bridge:Weather	Expenses	20503
General Operating Expenses:Communication		20600
General Operating Expenses:Communication:Audio Visual/IT	Expenses	20601
General Operating Expenses:Communication:Internet/VSAT	Expenses	20602
General Operating Expenses:Communication:Phone/Fax/VoIP	Expenses	20603
General Operating Expenses:Communication:Entertainment Subscriptions	Expenses	20604
General Operating Expenses:Deck		20700
General Operating Expenses:Deck:Cleaning Supplies/Consumables	Expenses	20701
General Operating Expenses:Deck:Miscellaneous	Expenses	20702
General Operating Expenses: Engine Room		20800
General Operating Expenses:Engine Room:Cleaning Supplies/Consumables	Expenses	20801
General Operating Expenses:Engine Room:Miscellaneous	Expenses	20802
General Operating Expenses:Interior		20900
General Operating Expenses:Interior:Cleaning Supplies/Consumables	Expenses	20901
General Operating Expenses:Interior:Crockery & Cutlery	Expenses	20902
General Operating Expenses:Interior:Decorations & Flowers	Expenses	20903
General Operating Expenses:Interior:Galley	Expenses	20904



General Operating Expenses:Interior:Linen	Expenses	20905
General Operating Expenses:Interior:Miscellaneous	Expenses	20906
General Operating Expenses:Interior:Toiletries	Expenses	20907
General Operating Expenses:Port		21000
General Operating Expenses:Port:Agency	Expenses	21001
General Operating Expenses:Port:Customs & Immigrations	Expenses	21002
General Operating Expenses:Port:Dockage	Expenses	21003
General Operating Expenses:Port:Power & Water	Expenses	21004
General Operating Expenses:Port:Services & Taxes	Expenses	21005
General Operating Expenses:Port:Towing	Expenses	21006
General Operating Expenses:Storage	Expenses	21101
General Operating Expenses:Tenders & Toys	Expenses	21202
Insurance Expenses		I1300
Insurance Expenses:Claims	Expenses	21301
Insurance Expenses:Deductibles	Expenses	21302
Insurance Expenses:Premiums	Expenses	21303
Legal & Professional Fees		L1400
Legal & Professional Fees:Accounting	Expenses	21401
Legal & Professional Fees:Crew Management	Expenses	21402
Legal & Professional Fees:Legal	Expenses	21403
Legal & Professional Fees:Safety Management	Expenses	21404
Legal & Professional Fees:Technical Management	Expenses	21405
Owner/Guest Expenses - Shareholder H		O1500
Owner/Guest Expenses:Entertainment	Expenses	21501
Owner/Guest Expenses:Flowers & Decorations	Expenses	21502
Owner/Guest Expenses:Food & Provisions	Expenses	21503
Owner/Guest Expenses:Internet	Expenses	21504
Owner/Guest Expenses:Miscellaneous/Owner Trips	Expenses	21505
Owner/Guest Expenses:Travel	Expenses	21506
Owner/Guest Expenses:Toiletries	Expenses	21507
Owner/Guest Expenses:Consultants	Expenses	21508
Repairs & Maintenance Expenses - Routine		R1600
Repairs & Maintenance-Routine:Bridge	Expenses	21601
Repairs & Maintenance-Routine:Deck	Expenses	21602
Repairs & Maintenance-Routine:Engine Room	Expenses	21603
Repairs & Maintenance-Routine:Interior	Expenses	21604
Repairs & Maintenance-Routine:Safety Equipment/FFE	Expenses	21605
Repairs & Maintenance-Routine:Tender & Toys	Expenses	21606
Repairs & Maintenance-Routine:Hull & Steel	Expenses	21615
Repairs & Maintenance Expenses - Major (Unplanned)		R1601
Repairs & Maintenance-Major:Auxiliary	Expenses	21607



Repairs & Maintenance-Major:Electrical	Expenses	21608
Repairs & Maintenance-Major:Hull & Steel	Expenses	21609
Repairs & Maintenance-Major:Main Engine	Expenses	21610
Repairs & Maintenance-Major:Propulsion	Expenses	21611
Repairs & Maintenance-Major:Deck	Expenses	21612
Repairs & Maintenance-Major:Interior	Expenses	21613
Repairs & Maintenance-Major:Bridge	Expenses	21614
Shipyard Period Expenses		S1700
Shipyard Period Expenses:Bridge	Expenses	21701
Shipyard Period Expenses:Deck	Expenses	21702
Shipyard Period Expenses:Engineering	Expenses	21703
Shipyard Period Expenses:Galley	Expenses	21704
Shipyard Period Expenses:Interior	Expenses	21705
Shipyard Period Expenses:Miscellaneous	Expenses	21706
Shipyard Period Expenses: Dockage & Utilities	Expenses	21707
Stores & Spares		S1800
Stores & Spares:Bridge	Expenses	21801
Stores & Spares:Deck	Expenses	21802
Stores & Spares:Engine Room	Expenses	21803
Stores & Spares:Interior	Expenses	21804
Stores & Spares:Safety Equipment	Expenses	21805
Stores & Spares:Tenders & Toys	Expenses	21806
Survey, Certification & Regulatory		S1900
Survey, Certification & Regulatory:Charter Certification	Expenses	21901
Survey, Certification & Regulatory:Class Surveys	Expenses	21902
Survey, Certification & Regulatory:Crew Documentation	Expenses	21903
Survey, Certification & Regulatory:Flag State	Expenses	21904
Survey, Certification & Regulatory:Registration Fees - Tenders & Toys	Expenses	21905
Survey, Certification & Regulatory:Registration Fees - Yacht	Expenses	21906
Survey, Certification & Regulatory:Pre-Purchase Survey	Expenses	21907
Taxes & Licenses	Expenses	22001
Depreciation Expense	Other Expense	22101
Interest Expense	Other Expense	22201

CLASS DESCRIPTIONS

Upon review with the Owner, certain class descriptions have been created specifically for the MY .



The class descriptions should be referenced and each receipt or invoice provided to Dayboard must indicate the associated class (if applicable). This may be one class description for an entire invoice or receipt, or may be for one or more items within an invoice or receipt. It is the responsibility of the Captain, or their designated person onboard, to provide the class descriptions. Dayboard is not responsible for incorrect descriptions being assigned.

Please note that you should review the class descriptions and should you have any questions or concerns, please contact Dayboard at ██████-acct@dayboardmaritime.com.

The below table outlines the class descriptions for MY ██████:

Class Description	Comments
Owner Trip Location + Date	Owner trips or guest trips are tracked by location and date. For example, a Bahamas trip from 4/22-4/25 would be BAMA 4/22-4/25/24.
Owner Elected Works + Year	This is for expenses/improvements to the vessel that was initiated by the owner.
Works + Date (or Shipyard + Date)	This is for all other expenses/improvements on the vessel during the year. For each shipyard period, the project list and all the expenses are tracked. This class description should be provided as well, so that the file ties to what is provided in QBO.
Repairs - Unplanned	
Subscriptions	
██████	This is for expenses related to the sportfish
Tender	
Tools	

