

INSPECTION – PART E
FINANCIAL MANAGEMENT

E. Financial Management	Value	Yes	No	N/A
1) Letter Designating CNIC as Successor in Interest to bank account(s) (must be on file at CNIC; letter and signature must be up-to-date)	1			
CNIC Fleet and Family Readiness is the Financial Successor-in-Interest for all Navy MWR NAFI programs. As such, CNIC is responsible for the financial integrity of its subordinate NAF accounts. Upon the disestablishment of an Afloat Recreation Fund, CNIC acts as executor in liquidating assets and liabilities. Reference (a) chapter 4, paragraph 2.				
2) Does the Recreation Fund Custodian maintain an accurate Receipt and Expenditure Log?	4			
Receipt and Expenditure Log is a locally-generated document used to record all cash inflows (such as cash or checks received (receipts)) and all cash outflows (such as payments and disbursements (expenditures)). Reference (a) chapter 4, paragraph 2.				
3) Is a Statement of Operations and Net Worth prepared at the end of each month, summarizing the month's income/expenses, and submitted to and signed by the Commanding Officer?	4			
Monthly Statement of Operations and Net Worth is a locally-generated document used to provide a recapitulation of receipts and expenditures for a particular month. The statement must be submitted to the Commanding Officer and signed copy kept on file and available for review upon request. Reference (a) chapter 4, paragraph 4 b.				
4) Are checks printed using the correct format?	1			
Checks should be printed as follows: USS Recreation Fund TAX ID NUMBER 62-1744056 FPO **				
5) Is the financial institution holding the Command's funds federally insured by the FDIC or NCUA and does it earn interest?	1			
All NAF accounts must be insured by the Federal Savings and Loan Insurance Corporation (FSLIC), by the Federal Deposit Insurance Corporation (FDIC), National Credit Union Administration (NCUA) or backed by the U.S. Government. Reference (a) chapter 5, paragraph 5.				
Recapitulation of Cash Assets:		Amount:		
(1) Undeposited receipts/funds on chip or strip		\$		
(2) Savings Account		\$		
(3) Checking Account		\$		
(4) Funds sent electronically, but not in account. (provide Navy Cash summary to document)				
(5) Petty Cash Account, Cash				
(6) Petty Cash Account, Vouchers				
(7) Total value of Change Funds				
Total value of cash assets		\$		
6) Does the Fiscal Oversight Board validate the Savings/Checking account statement and R&E Log monthly?	3			
The Fiscal Oversight Board is required to verify the reconciliation of the banking and financial records of the fund monthly. Bank statements are considered part of the required monthly financial records and must be reconciled against receipt and expenditure log and Navy Cash				

records. Reference (a) chapter 1, paragraph 9 c; chapter 4, paragraph 14 d.				
7) Are voided checks attached to the stub with the routing numbers and signature space removed?	1			
The Command is required to ensure that voided checks are attached to the check book stub or stapled to a voided check file with the routing number and signature space removed. These checks must never be shredded or disposed of in a burn bag.				
8) Are duplicate deposit slips or bank receipts retained on file for all deposits to checking and savings accounts, or are there Navy Cash records to support electronic deposits?	1			
The Afloat Recreation Fund must keep a written log of each transaction. At the conclusion of each business day, the RFC must go to the DISBO or ASUPPO (depending on the command) and download the transaction information into Navy Cash. Once the data is downloaded, the RFC will request a copy of the Daily Activity Report. This information must then be recorded on the Receipt and Expenditure Log. Duplicate deposit slips or bank receipts are required for all cash transaction. Reference (a) chapter 4, paragraph 8 c(2).				
9) Is a Navy Cash Daily Activity Report (Point of Sale Device card reader transaction information and Navy Cash Card transactions) used to substantiate the Receipt and Expenditure Log and the monthly bank statement?	2			
The Navy Cash Daily Transaction Report provides the recreation fund with details of the day's business activity. Additionally, the monthly report provided is a valuable tool in reconciling the monthly financial records of the fund. A copy of this report is a required part of each month's financial records. Reference (a) chapter 4, paragraph 8 d, e.				
10) Are Daily Activity Records (NAVCOMPT 2211) used properly?	2			
A Daily Activity Record is used to record all sales income on each business day (or for commands with minimal sales, when sales reach \$100) and, when used properly, creates a built-in internal control system. The person making sales completes the form (in ink) and presents the day's receipts and the DAR to the person designated to receive the cash, usually the RFC. Reference (a) chapter 4, paragraph 12.				
11) Are receipts used to document all sales?	2			
Receipts, invoices and purchase orders must be kept on file and used to validate all transactions recorded on the receipt and expenditure log. Reference(a) chapter 4, paragraph 14e.				

(COMMAND LETTERHEAD)

1710

Ser

DATE

Name of Bank _____

Address of Bank _____

Subject: SUCCESSOR IN INTEREST

The Recreation Fund of (Name of Activity) account number _____, Employer Identification Number (EIN) _____ is a tax-exempt nonappropriated fund activity of the United States. The Commander, Navy Installations Command N948A is designated as the Successor in Interest to the fund and serves as guarantor of all liabilities and beneficiary of all assets. Please note this information for your records. The address of Commander, Navy Installations Command N948A is as follows:

Commander, Navy Installations Command
N948A
5720 Integrity Drive
Millington TN 38055-6500

Signature of authorized check signer _____

Printed name of authorized check signer _____

Sincerely,

(Commanding officer signature)_____
(Printed name)

cc: Commander, Navy Installations Command N948A

COMMAND		USS Submarine		UNPAID OBLIGATION EXPENDITURES:		UNDEPOSITED RECEIPTS:	
				\$0.00		\$0.00	
1 DAY OF MONTH	2 P.O. NO.	3 CHECK NO.	4 DESCRIPTION	5 LINE NO.	6 RECEIPTS	7 EXPENDITURES	8 BANK BALANCE
1-Oct-22			SAVINGS subtracted from previous year	29	\$	100.00	\$ 4,467.89
1-Oct-22			PETTY CASH subtracted from previous year	29	\$	100.00	\$ 4,367.89
3-Oct-22			Resale income	2	\$	255.00	\$ 4,622.89
10-Oct-22	23-001	Debit	Resale Program Purchase - Belt Buckles	17		\$500.00	\$ 4,122.89
10-Oct-22			Resale income	2	\$	135.00	\$ 4,257.89
15-Oct-22	23-002	234	Holiday Party Deposit - Hard Rock Hotel	21		\$1,000.00	\$ 3,257.89
17-Oct-22			Resale income	2	\$	175.00	\$ 3,432.89
17-Oct-22			Holiday Party Ticket Sales	12	\$	350.00	\$ 3,782.89
20-Oct-22	23-003	Debit	Resale Program Purchase - Jackets	2	\$	-	\$ 2,782.89
24-Oct-22			Resale income	2	\$	125.00	\$ 2,907.89
24-Oct-22			Holiday Party Ticket Sales	12	\$	200.00	\$ 3,107.89
31-Oct-22			Resale income	2	\$	180.00	\$ 3,287.89
31-Oct-22			Holiday Party Ticket Sales	12	\$	275.00	\$ 3,562.89
31-Oct-22			Interest Income	13	\$	0.05	\$ 3,562.94
30-Sep-22			NAVY CASH CARRYOVER	15	\$	-	\$ 3,562.94
29-Sep-23			SAVINGS ENDING BALANCE	12	\$	-	\$ 3,562.94
29-Sep-22			PETTY CASH ENDING BALANCE	12	\$	-	\$ 3,562.94
TOTAL RECEIPTS AND EXPENDITURES					\$	1,695.05	\$ 2,500.00
Expenditures made were approved and the cash balance, checkbook, check stubs, deposit book, and applicable vouchers verified.							
PRINTED NAME OF FUND CUSTODIAN				SIGNATURE			
PRINTED NAME OF SENIOR MEMBER OF AUDIT BOARD				SIGNATURE			

STATEMENT OPERATIONS NET WORTH

NAME AND LOCATION OF FUND USS Aircraft Carrier		PERIOD ENDING OCTOBER 17	
		Month	Year
DESCRIPTION	LINE NUMBER	TOTAL	
Bank Balance Brought Forth at Beginning of Month		\$ 98,675.76	
Add: Cash Receipts			
RESALE OPERATION INCOME	2	\$ -	
VENDING/AMUSEMENT MACHINE INCOME	3	\$ -	
EXCHANGE/SHIP STORE PROFITS	5	\$ 20,000.00	
TRANSFERS FROM NPC CENTRAL FUND	6	\$ -	
TRANSFERS FROM OTHER RECREATION FUNDS	7	\$ -	
SPORTS PROGRAM INCOME	8	\$ -	
ENTERTAINMENT INCOME	9	\$ 1,485.00	
TOURS INCOME	10	\$ 81,782.50	
CRUISE BOOK INCOME	11	\$ -	
RECREATION PROGRAM AND ACTIVITY INCOME	12	\$ 5,647.33	
INTEREST INCOME	13	\$ 112.66	
LOAN REPAYMENT FROM INDIVIDUALS	14	\$ -	
MISCELLANEOUS INCOME (NOT LISTED)	15	\$ -	
TOTAL BANK BALANCE AND RECEIPTS		\$ 207,703.25	
Less: Cash Expenditures			
RESALE MERCHANDISE PURCHASED	17	\$ -	
VENDING MACHINE MERCHANDISE PURCHASED	18	\$ -	
RECREATION FUND DISTRIBUTIONS	20	\$ 1,060.00	
ENTERTAINMENT EXPENSE	21	\$ 11,206.45	
SPORTS EXPENSE	22	\$ 3,000.00	
ELECTRONICS EXPENSE	23	\$ -	
TOURS EXPENSE	24	\$ -	
CRUISE BOOK EXPENSE	25	\$ -	
EXPENDABLE PROPERTY/SUPPLIES EXPENSE	26	\$ -	
NONEXPENDABLE PROPERTY EXPENSE	27	\$ -	
VEHICLE PROCUREMENT EXPENSE	28	\$ -	
BANKING FEES/SERVICE CHARGES	29	\$ -	
MAINTENANCE/REPAIR EXPENSE	30	\$ -	
LOANS DISBURSED TO INDIVIDUALS	31	\$ -	
MISCELLANEOUS EXPENSE (NOT LISTED)	32	\$ -	
TOTAL EXPENDITURES		\$ 15,266.45	
Bank Balance at End of Month		\$ 192,436.80	
Cash On Hand (undeposited receipts)		\$ -	
Petty Cash			
Savings			
Other-Change Fund			
Net Worth at End of Month		\$ 192,436.80	
Fund Custodian LT Cheryl Peters	Signature		
Commanding Officer's Signature			

STATEMENT OPERATIONS NET WORTH

NAME AND LOCATION OF FUND		PERIOD ENDING	
USS Submarine		OCTOBER	22
		Month	Year
DESCRIPTION	LINE NUMBER	TOTAL	
Bank Balance Brought Forth at Beginning of Month		\$ 4,567.89	
Add: Cash Receipts			
RESALE OPERATION INCOME	2	\$ 870.00	
VENDING/AMUSEMENT MACHINE INCOME	3	\$ -	
EXCHANGE/SHIP STORE PROFITS	5	\$ -	
TRANSFERS FROM NPC CENTRAL FUND	6	\$ -	
TRANSFERS FROM OTHER RECREATION FUNDS	7	\$ -	
SPORTS PROGRAM INCOME	8	\$ -	
ENTERTAINMENT INCOME	9	\$ -	
TOURS INCOME	10	\$ -	
CRUISE BOOK INCOME	11	\$ -	
RECREATION PROGRAM AND ACTIVITY INCOME	12	\$ 825.00	
INTEREST INCOME	13	\$ 0.05	
LOAN REPAYMENT FROM INDIVIDUALS	14	\$ -	
MISCELLANEOUS INCOME (NOT LISTED)	15	\$ -	
TOTAL BANK BALANCE AND RECEIPTS		\$ 6,262.94	
Less: Cash Expenditures			
RESALE MERCHANDISE PURCHASED	17	\$ -	
VENDING MACHINE MERCHANDISE PURCHASED	18	\$ -	
RECREATION FUND DISTRIBUTIONS	20	\$ -	
ENTERTAINMENT EXPENSE	21	\$ 1,000.00	
SPORTS EXPENSE	22	\$ -	
ELECTRONICS EXPENSE	23	\$ -	
TOURS EXPENSE	24	\$ -	
CRUISE BOOK EXPENSE	25	\$ -	
EXPENDABLE PROPERTY/SUPPLIES EXPENSE	26	\$ -	
NONEXPENDABLE PROPERTY EXPENSE	27	\$ -	
VEHICLE PROCUREMENT EXPENSE	28	\$ -	
BANKING FEES/SERVICE CHARGES	29	\$ 200.00	
MAINTENANCE/REPAIR EXPENSE	30	\$ -	
LOANS DISBURSED TO INDIVIDUALS	31	\$ -	
MISCELLANEOUS EXPENSE (NOT LISTED)	32	\$ -	
TOTAL EXPENDITURES		\$ 1,200.00	
Bank Balance at End of Month		\$ 5,062.94	
Cash On Hand (undeposited receipts)		\$ -	
Petty Cash			
Savings		\$ 100.00	
Other-Change Fund		\$ 100.00	
Net Worth at End of Month		\$ 5,262.94	
Fund Custodian	Signature		
LT Cheryl Peters			
Commanding Officer's Signature			

NAVY CASH PRINT OUT

Run Date/T1 0/05/2015 16:03:18 GMT

Merchant Transactions Detail Report
Location: R20103

Report Parameters:

Start Date: 09/01/2015 00:00:29

End Date: 10/05/2015 23:59:44

First Name:

Last Name:

Merchant Type: ALL

Merchant ID: 800002528681

Merchant	Merchant ID	Operator	Date	Transaction Type	Amount	Account Name	Card#
NAVY MWR	800002528681	LANG, LOWMIRA	09/01/2015 15:22:33	Chip POS Purchase	180.00	BRYCE, COREY	22343
NAVY MWR	800002528681	LANG, LOWMIRA	09/02/2015 16:20:43	Chip POS Purchase	200.00	WAG, NATHAN ALLEN	47649
NAVY MWR	800002528681	LANG, LOWMIRA	09/03/2015 14:40:10	Chip POS Purchase	250.00	DEY, SOPHIA	87642
NAVY MWR	800002528681	LANG, LOWMIRA	09/03/2015 16:58:58	Chip POS Purchase	600.00	BRUNTON, COLIN	47469
NAVY MWR	800002528681	LANG, LOWMIRA	09/16/2015 17:34:22	Chip POS Purchase	750.00	STAND, RANDALL	00866
NAVY MWR	800002528681	LANG, LOWMIRA	09/16/2015 18:42:03	Chip POS Purchase	270.00	KRUISE, SARA	14260
NAVY MWR	800002528681	LANG, LOWMIRA	09/18/2015 14:20:44	Chip POS Purchase	80.00	WAG, NATHAN ALLEN	47649
NAVY MWR	800002528681	LANG, LOWMIRA	09/18/2015 14:28:44	Chip POS Purchase	125.00	PRECIOUS, JUAN	48520
NAVY MWR	800002528681	LANG, LOWMIRA	09/19/2015 14:40:20	Chip POS Purchase	270.00	ALMEREED, STEVEN	46534
NAVY MWR	800002528681	LANG, LOWMIRA	09/19/2015 15:26:48	Chip POS Purchase	400.00	LOVELY, JOSHUA	38873
NAVY MWR	800002528681	LANG, LOWMIRA	09/22/2015 16:45:25	Chip POS Purchase	100.00	LOVELY, JOSHUA	32363
NAVY MWR	800002528681	LANG, LOWMIRA	09/23/2015 15:26:29	Chip POS Purchase	80.00	HEENER, SHAMEKA	57533
NAVY MWR	800002528681	LANG, LOWMIRA	09/30/2015 14:32:49	Chip POS Purchase	120.00	THOMAS, AL	31290
NAVY MWR	800002528681	RAMOS, MARION	09/18/2015 16:33:50	Misc Correction Credit	-270.00	ALMEREED, STEVEN	43304
Sub Total					3,155.00		
Total					3,155.00		

Run Date/Time: 10/05/2015 16:03:25 GMT

Merchant Transactions Summary Report
Location: R20103

Report Parameters:

Start Date: 09/01/2015 00:00:29

End Date: 10/05/2015 23:59:44

First Name:

Last Name:

Merchant Type: ALL

Merchant ID: 800002528681

Merchant	Merchant ID	Operator	Transaction Type	Amount	Count
NAVY MWR	800002528681	LANG, LOWMIRA	Chip POS Purchase	3,425.00	13
NAVY MWR	800002528681	RAMOS, MARION	Misc Correction Credit	-270.00	1

DAILY ACTIVITY RECORD
NAVCOMPT FORM 2211 (REV. 3-72)

E.10

REGISTER NO.

NAME OF DEPARTMENT

SIGNATURE OF CASHIER

DATE

USS... RECREATION FUND

ITEM NO.	ITEM	AMOUNT
1.	CASH TURNED IN (DETAIL BELOW - ITEM 20)	
2.	CHANGE FUND (-) (WHEN TURNED IN WITH RECEIPTS)	
3.	REFUNDS (+)*	
4.	CASH SALES	
5.	NAVY CASH SALES	\$375
6.	TOTAL SALES: SALES SLIP OR TICKET NUMBERS 9000254 THRU 9000259	\$375
7.	CHANGE FUND	
8.	CASH RECEIPTS	
9.	TOTAL CASH VERIFIED (LINE 7 + 8 = 9)	
10.	CHARGE SALES	
11.	TOTAL VERIFIED (LINE 9 + 10 = 11)	\$
12.	CLOSING REGISTER READING	
13.	OPENING REGISTER READING	
14.	REGISTER AMOUNT (LINE 12 - 13 = 14)	
15.	OVER-RINGS (-) AND UNDER-RINGS (+)	
16.	REFUNDS (+) (TO BE USED WHEN REFUNDS ARE REFLECTED IN REGULAR REGISTER READINGS)	
17.	ADJUSTED REGISTER READINGS (LINE 14 ± 15 + 16 = 17)	
18.	CASH OVERAGES OR SHORTAGES (CIRCLE: OVERAGE OR SHORTAGE)	\$

19. BREAKDOWN OF REVENUE (TO BE FILLED IN BY BOOKKEEPER)

20. DETAIL OF CASH TURNED IN (TO BE FILLED IN BY CASHIER)

NAME OF ACCOUNT	ACCOUNT NO.	DEBIT AMOUNT	CREDIT AMOUNT
TOTAL		\$	\$

COINS		CENTS	\$
TOTAL COINS			\$

CURRENCY		ONE'S	FIVE'S	TEN'S	TWENTY'S	TOTAL CURRENCY	\$
TOTAL CURRENCY							\$

CHECKS/M.O.'S		U.S. CHECKS	OTHER CHECKS	MONEY ORDERS	TOTAL CHECKS/M.O.'S	\$
TOTAL CHECKS/M.O.'S						\$

GRAND TOTAL CASH TURNED IN		\$
		375

* SIGNED REFUND VOUCHERS WILL BE ATTACHED

REMARKS: (Use reverse side if necessary)

(USE THIS SECTION TO SEPARATE
LINE ITEMS EX:

\$250 – Holiday Party Sales
\$125 – Cruise Book sales)

SIGNATURE OF PERSON DESIGNATED TO READ REGISTER

SIGNATURE OF PERSON DESIGNATED TO VERIFY CASH AND CHARGES

NOTE: TO MAKE CORRECTIONS:

LINE THROUGH ERROR, WRITE CORRECT AMOUNT ABOVE ERROR, INITIAL AND DATE
CORRECTIONS ARE MADE ONLY BY PERSON MAKING ERROR. NO CORRECTIONS WILL
BE MADE TO LINES 1 THROUGH 6.

DAILY ACTIVITY RECORD
NAVCOMPT FORM 2211 (REV. 3-72)

REGISTER NO.

NAME OF DEPARTMENT

SIGNATURE OF CASHIER

DATE

USS... RECREATION FUND

ITEM NO.	ITEM	AMOUNT
1.	CASH TURNED IN (DETAIL BELOW - ITEM 20)	\$ 625.00
2.	CHANGE FUND (-) (WHEN TURNED IN WITH RECEIPTS)	525.00
3.	REFUNDS (+)*	0
4.	CASH SALES	525.00
5.	NAVY CASH SALES	N/A
6.	TOTAL SALES: SALES SLIP OR TICKET NUMBERS THRU	\$
7.	CHANGE FUND	100.00
8.	CASH RECEIPTS	525.00
9.	TOTAL CASH VERIFIED (LINE 7 + 8 = 9)	625.00
10.	CHARGE SALES	
11.	TOTAL VERIFIED (LINE 9 + 10 = 11)	\$ 625.00
12.	CLOSING REGISTER READING	
13.	OPENING REGISTER READING	
14.	REGISTER AMOUNT (LINE 12 - 13 = 14)	
15.	OVER-RINGS (-) AND UNDER-RINGS (+)	
16.	REFUNDS (+) (TO BE USED WHEN REFUNDS ARE REFLECTED IN REGULAR REGISTER READINGS)	
17.	ADJUSTED REGISTER READINGS (LINE 14 ± 15 + 16 = 17)	
18.	CASH OVERAGES OR SHORTAGES (CIRCLE: OVERAGE OR SHORTAGE)	\$

19. BREAKDOWN OF REVENUE (TO BE FILLED IN BY BOOKKEEPER)

20. DETAIL OF CASH TURNED IN (TO BE FILLED IN BY CASHIER)

NAME OF ACCOUNT	ACCOUNT NO.	DEBIT AMOUNT	CREDIT AMOUNT
TOTAL		\$	\$

COINS		CENTS	\$
TOTAL COINS			\$ 5.00

CURRENCY		ONE'S	FIVE'S	TEN'S	TWENTY'S	
TOTAL CURRENCY						\$ 620.00

CHECKS/M.O.'S		U.S. CHECKS	OTHER CHECKS	MONEY ORDERS	
TOTAL CHECKS/M.O.'S					\$
GRAND TOTAL CASH TURNED IN					\$ 625.00

* SIGNED REFUND VOUCHERS WILL BE ATTACHED

REMARKS: (Use reverse side if necessary)

(USE THIS SECTION TO SEPARATE
LINE ITEMS EX:

\$350 – Holiday Party Sales
\$175 – Emblematic sales)

SIGNATURE OF PERSON DESIGNATED TO READ REGISTER

SIGNATURE OF PERSON DESIGNATED TO VERIFY CASH AND CHARGES

NOTE: TO MAKE CORRECTIONS:

LINE THROUGH ERROR, WRITE CORRECT AMOUNT ABOVE ERROR, INITIAL AND DATE
CORRECTIONS ARE MADE ONLY BY PERSON MAKING ERROR. NO CORRECTIONS WILL
BE MADE TO LINES 1 THROUGH 6.

E.11

Date XX-XXX-20XX

Amount \$100.00

Recreation Fund Receipt

Description Holiday Party Tickets x 2 @\$50

Charged to LT Dillon

Received by MM1 Alexander

Date XX-XXX-20XX

Amount \$100.00

Recreation Fund Receipt

Description Holiday Party Ticket @ \$50

Charged to ETC Jones

Received by MM1 Alexanader

Date XX-XXX-20XX

Amount \$50.00

Recreation Fund Receipt

Description Fleece @ \$50

Charged to LCDR Gary

Received by MM1 Alexander