INSPECTION – PART E FINANCIAL MANAGEMENT

E. Financial Management	Value	Yes	No	N/A
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-I programs. As such, CNIC is responsible for the financial integrity accounts. Upon the disestablishment of an Afloat Recreation Fur liquidating assets and liabilities. Reference (a) chapter 4, paragra	of its subord nd, CNIC act	inate NA	F	
Does the Recreation Fund Custodian maintain an accurate Receipt and Expenditure Log?	4			
Receipt and Expenditure Log is a locally-generated document use (such as cash or checks received (receipts)) and all cash outflows disbursements (expenditures)). Reference (a) chapter 4, paragramments	s (such as pa			
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-gene provide a recapitulation of receipts and expenditures for a particular be submitted to the Commanding Officer and signed copy kept or upon request. Reference (a) chapter 4, paragraph 4 b.	ular month. T	The state	ement r	nust v
4) Are checks printed using the correct format?	1			
USS Recreation Fund TAX ID NUMBER 62-1744056 FPO **				ı
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 L (FSLIC), by the Federal Deposit Insurance Corporation (FDIC), N Administration (NCUA) or backed by the U.S. Government. Refer paragraph 5.	lational Cred	lit Union	oration	
Recapitulation of Cash Assets:			Amo	ount:
(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 summa	ary 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 records of the fund monthly. Bank statements are considered pa financial records and must be reconciled against receipt and exp	rt of the requ	uirēd mo	nthly	

Defense (a) desired assessed Occube (a)				
records. Reference (a) chapter 1, paragraph 9 c; chapter 4, paragraph	graph 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 attacted stapled to a voided check file with the routing number and signature checks must never be shredded or disposed of in a burn bag.				or
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 tran each business day, the RFC must go to the DISBO or ASUPPO and download the transaction information into Navy Cash. Once RFC will request a copy of the Daily Activity Report. This informathe Receipt and Expenditure Log. Duplicate deposit slips or bank cash transaction. Reference (a) chapter 4, paragraph 8 c(2).	(depending the data is data the	on the co lownload en be rec	omman ded, the corded	ıd) Ə
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 business activity. Additionally, the monthly report provided is a version monthly financial records of the fund. A copy of this report is a refinancial records. Reference (a) chapter 4, paragraph 8 d, e.	aluable tool i	n recond	ciling th	е
10) Are Daily Activity Records (NAVCOMPT 2211) used properly?	2			
A Daily Activity Record is used to record all sales income on each commands with minimal sales, when sales reach \$100) and, who built-in internal control system. The person making sales comple presents the day's receipts and the DAR to the person designated to receive the cash, usually the RFC. Reference (a) chapter 4, p.	en used prop tes the form d	erly, cre (in ink) a	ates a	
11) Are receipts used to document all sales?	2			
Receipts, invoices and purchase orders must be kept on file and transactions recorded on the receipt and expenditure log. Refere 14e.			ragraph	า

3

(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)
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

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TRO22 NC Direct T Bingo Winner - BMSN Williams	No. Control Mines Contro	-Oct-17	S	S	Bingo Sales	6	- 1			×			· &			
NC Birgo Winner - BMSN Williams 21 81,100 00 5 186,45181 22 1,100 00 5 186,45181 22 1,000 00 5 186,45181 23 1,100 00 5 180,45181 23 1,000 00 5 180,45181 23 1,000 00 5 180,45181 23 1,000 00 5 180,45181 23 1,000 00 5 180,45181 23 1,000 00 5 180,45181 23 1,000 00 5 180,000 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,000 00 5 1,00	APEK AT EM BOAN-CASH BOAN-CASH BOAND S10000 S100000 S10000 S10000 S10000 S100000 S100000 S100000 S100000 S100000 S10000 S10000 S100000 S100000 S100000	-Oct-17	18-022	S	Direct TV Bill	21		1		7					\$458.03	
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NC Birgo Winner - ABHC Alexander 21 Nc Birgo Winner - ABHC Alexander 22 Nc Birgo Winner - ABHC Alexander 22 Strate S	18-023 NC Bingo Wirner - ABHC Alexander 21	12-12-12		S S	Bingo Winner - El Blown Bingo Winner - HM1 Rodgers	21			l'			\$250.00	9 65			
18-023 NC Goody's Sporting Goods - Soccer Gear 22 185.00 5 186.491.81 \times 5 -	18-023 NC Goody's Sporting Goods - Soccer Gear 22 186.918 18 18 18 18 18 18 18	-Oct-17		NC NC	Bindo Winner - ABHC Alexander	21				×		\$500.00	မ			
NC NC Tour Sales	NC NC Four Sales	١.	18-023		Goody's Sporting Goods - Soccer Gear					×					\$179.95	
NC NC Hiking Sales	NC NC Hiking Sales 12 \$ 470.00 \$ 1877.46.81 ⊠ \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 .	١.	NC	SC	Tour Sales	1	\$ 185.00		١,,	×			9			
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NC NC Returned Navy Cash Strip Balance 12 \$ 5,030.33 \$ 192,334.14 \text{EST NTREST NTR	NC NC Returned Navy Cash Strip Balance 12 \$ 5,000.33 \$ 192.324,14 \text{ \text{ED}} \text{SIMMERST NITREST Interest Nav Cash Cash Cash Cash Cash Cash Cash Cash	l, l	NC	NC	Hiking Sales	ll	\$ 147.00			×			- 8			
INTEREST NTERES Interest	INTEREST NTERES interest		NC	NC	Returned Navy Cash Strip Balance		\$ 5,030.33			×					\$5,030.33	- \$
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deposit book, and applicable vouchers verified. SIGNATURE	deposit book, and applicable vouchers verified. SIGNATURE	-Sep-22			SAVINGS ENDING BALANCE					×						
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INPAID OBLIGAT	UNDE		6 RECEIPTS			\$ 255.00		35.00		3 175.00	350.00	-	3 125.00	\$ 200.00	180.00	\$ 275.00	\$ 0.05	'	-	- \$	1,695.05	ok, and applical					
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			5 LINE NO.	29	29	2	17	2	21	2	12	2	2	12	2	12	13	15	12	12		bs, dep		SIGNATURE	SIGNA	SIGNA	SIGNATURE
USS Subamarine			4 DESCRIPTION	AVINGS SI	PETTY CASH subtracted from previous year	Resale income	Resale Program Purchase - Belt Buckles	Resale income	Holiday Party Deposit - Hard Rock Hotel	Resale Income	Holiday Party Ticket Sales	Resale Program Purchase - Jackets	Resale income	Holiday Party Ticket Sales	Resale income	Holiday Party Ticket Sales	Interest Income	NAVY CASH CARRYOVER	SAVINGS ENDING BALANCE	PETTY CASH ENDING BALANCE	NDITURES	Expenditures made were approved and the cash balance, checkbook, check stubs, deposit book, and applicable vouchers verified		STODIAN	STODIAN	STODIAN	ממאסמ דומו וא פר
			3 CHECK NO.				Debit		234			Debit) EXPENI	e approve		SND QNC	ND CUS	JND CUS	JND CUS
			2 P.O. NO.				23-001		23-002			23-003									IPTS AND	made wer		ME OF FL	ME OF FL	ME OF FL	ME OF FL
COMMAND			1 DAY OF MONTH	1-Oct-22	1-Oct-22	3-Oct-22	10-Oct-22	10-Oct-22	15-Oct-22	17-Oct-22	17-Oct-22	20-Oct-22	24-Oct-22	24-Oct-22	31-Oct-22	31-Oct-22	31-Oct-22	30-Sep-22	29-Sep-23	29-Sep-22	TOTAL RECEIPTS AND EXPEN	Expenditures		PRINTED NAME OF FUND CUSTODIAN	PRINTED NAI	PRINTED NAI	PRINTED NAI

E.3 STATEMENT OPERATIONS NET WORTH

NAME AND LOCATION OF FUND		ENDING							
USS Aircraft Carrier	OCTOBER	17							
	OCTOBER								
	Month	Vaar							
	Month	Year							
DECORIDATION	LINE	TOTAL							
DESCRIPTION Bank Balance Brought Forth at Beginning of Month	NUMBER	TOTAL \$ 98,675.76							
Add: Cash Receipts		j φ 90,075.76							
RESALE OPERATION INCOME	2	-							
VENDING/AMUSEMENT MACHINE INCOME	3	\$ -							
EXCHANGE/SHIP STORE PROFITS	5	\$ 20,000.00							
TRANSFERS FROM NPC CENTRAL FUND	6	\$ 20,000.00							
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									
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	\$ -							
MAINTENANCE/REPAIR EXPENSE	30	\$ -							
LOANS DISBURSED TO INDIVIDUALS	31	\$ -							
MISCELLANEOUS EXPENSE (NOT LISTED)	32	\$ -							
TOTAL EXPENDITURES		\$ 15,266.45							
		A 400 400 65							
Bank Balance at End of Month		\$192,436.80							
Cash On Hand (undeposited receipts)		\$ -							
Petty Cash		1							
Savings Other-Change Fund									
Net Worth at End of Month		¢ 102 426 90							
		\$192,436.80							
Fund Custodian Signature									
LT Cheryl Peters									
Commanding Officer's Signature									
Commanding Officer's Signature									

E.3 STATEMENT OPERATIONS NET WORTH

NAME AND LOCATION OF FUND	PERIOD	ENI	DING						
USS Subamarine	OCTOBER		22						
	OCTOBER								
	Month		Year						
	LINE								
DESCRIPTION	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 CRUISE BOOK INCOME	10	\$ \$	-						
RECREATION PROGRAM AND ACTIVITY INCOME	11 12	\$	825.00						
INTEREST INCOME		ш.							
LOAN REPAYMENT FROM INDIVIDUALS	13 14	\$ \$	0.05						
MISCELLANEOUS INCOME (NOT LISTED)	15	\$	-						
TOTAL BANK BALANCE AND RECEIPTS	13		6,262.94						
TOTAL BAIN BALANGE AND REGEN TO		Ψ	0,202.34						
Less: Cash Expenditures									
RESALE MERCHANDISE PURCHASED	17	\$	-						
VENDING MACHINE MERCHANDISE PURCHASED	18	\$							
RECREATION FUND DISTRIBUTIONS	20	\$	_						
ENTERTAINMENT EXPENSE 21									
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						
Pank Palance at End of Month		φ.	E 060 04						
Bank Balance at End of Month Cash On Hand (undeposited receipts)		\$	5,062.94						
Petty Cash		Ψ	-						
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									

DAILY ACTIVITY R NAVCOMPT FORM 2		E.10						REGISTER NO.	
NAME OF DEPARTMENT			SIGNATURE	OF CASHIER				DATE	
LICE DE	CDE A	TION FLIND							
USS RE		TION FUND							
	NO.				ITEM			AMOUNT	
	1.	CASH TURNED IN (DETAIL BELOW -	ITEM 20)					
LINES 1 THRU 6	2.	CHANGE FUND (-)	(WHEN TURNED I	N WITH RECEIPTS)					
TO BE FILLED IN BY CASHIER	3.	REFUNDS (+)*							
	4.	CASH SALES							
	5.	NAVY CASH SALES	8	6	AL EC C	NID OD TICKET NUMBERS		\$375	
	6.	TOTAL SALES:			900025	SLIP OR TICKET NUMBERS 34 THRU 9000259		\$375	
	7.	CHANGE FUND							
PERSON VERIFYING	8.	CASH RECEIPTS							
CASH AND CHARGES WILL VERIFY LINES 1,	9.	TOTAL CASH VERI	FIED (LINE 7 + 8 =	9)					
2 AND 5 AND FILL IN LINES 7 THRU 11	10.	CHARGE SALES							
	11.	TOTAL VERIFIED (I	LINE 9 + 10 = 11)					\$	
	12.	CLOSING REGISTE	R READING						
	13.	OPENING REGISTE	R READING						
PERSON READING	14.	REGISTER AMOUN	T (LINE 12 - 13 = 1	14)					
THE REGISTER WILL FILL IN	15.	OVER-RINGS (-) AN	ID UNDER-RINGS	(+)					
LINES 12 THRU 18	16.	REFUNDS (+) (TO E	BE USED WHEN R	EFUNDS ARE REFL	ECTE	O IN REGULAR REGISTER F	READINGS)		
	17.	ADJUSTED REGIST	TER READINGS (L	INE 14 <u>+</u> 15 + 16 = 1	17)				
	18.	CASH OVERAGES	OR SHORTAGES	(CIRCLE: OVE	RAGE	OR SHORTAGE)		\$	
19. BREAKDOWN OF RE	VENUE (TO	D BE FILLED IN BY BO	OKKEEPER)		20. E	ETAIL OF CASH TURNED I	N (TO BE FILLED IN BY CASHIEF	₹)	
NAME OF ACCO	UNT	ACCOUNT NO.	DEBIT AMOUNT	CREDIT AMOUNT		CENTS	\$		
					_	NICKELS		•	
					လ္ခ	DIMES			
					COINS	QUARTERS			
						HALF-DOLLARS		•	
							TOTAL COINS	\$	
						ONE'S			
						FIVE'S			
		TOTAL	\$	\$		TEN'S			
		TOTAL	Ψ.	\$	CURRENCY	TWENTY'S			
* SIGNED REFUND VOUC REMARKS: (Use reverse					S				
(USE THIS	SEC	CTION TO	SEPAR	ATE			TOTAL CURRENCY	\$	
LINE ITEMS EX:						U.S. CHECKS			
					7.0.Y	OTHER CHECKS			
\$250 – Ho	liday	Party Sale	<mark>es</mark>		XS/	MONEY ORDERS			
<mark>\$125 – Cr</mark> u	<mark>uise E</mark>	Book sales	<mark>s)</mark>		CHECKS/M.O.		TOTAL CHECKS/M.O.'S	\$	
						GR	AND TOTAL CASH TURNED IN	\$ 375	
SIGNATURE OF PERSON	N DESIGNA	TED TO READ REGIS	TER		SIG	NATURE OF PERSON DESI	GNATED 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.10

DAILY ACTIVITY R NAVCOMPT FORM 22			10				REGISTER NO.						
NAME OF DEPARTMENT			SIGNATURE	OF CASHIER				DATE					
USS RE	CREA ⁻	TION FUND											
	ITEM NO.				ITEM			A	AMOUNT				
	1.	CASH TURNED IN	(DETAIL BELOW - I	TEM 20)				\$	625.00				
LINES 1 THRU 6	2.	CHANGE FUND (-)	(WHEN TURNED IN	I WITH RECEIPTS)					525.00				
TO BE FILLED IN BY CASHIER	3.	REFUNDS (+)*							0				
IN BY CASHIER	4.	CASH SALES							525.00				
	5.	NAVY CASH SALES	3						N/A				
	6.	TOTAL SALES:		S <i>i</i>	ALES S	CLIP OR TICKET NUMBERS THRU		\$					
	7.	CHANGE FUND							100.00				
PERSON VERIFYING	8.	CASH RECEIPTS							525.00				
CASH AND CHARGES WILL VERIFY LINES 1,	9.	TOTAL CASH VERI	FIED (LINE 7 + 8 =	9)					625.00				
2 AND 5 AND FILL IN LINES 7 THRU 11	10.	CHARGE SALES											
	11.	TOTAL VERIFIED (LINE 9 + 10 = 11)					\$	625.00				
	12.	CLOSING REGISTE	ER READING										
	13.	OPENING REGISTI	ER READING										
PERSON READING	14.	REGISTER AMOUN	IT (LINE 12 - 13 = 1	4)									
THE REGISTER WILL FILL IN	15.	OVER-RINGS (-) A	ND UNDER-RINGS ((+)									
LINES 12 THRU 18	16.	REFUNDS (+) (TO I	BE USED WHEN RE	FUNDS ARE REFL	ECTE	O IN REGULAR REGISTER RE	EADINGS)						
	17.	ADJUSTED REGIS	ADJUSTED REGISTER READINGS (LINE 14 ± 15 + 16 = 17)										
	18.	CASH OVERAGES	OR SHORTAGES	(CIRCLE: OVE	RAGE	OR SHORTAGE)		\$					
19. BREAKDOWN OF RE	VENUE (TO	D BE FILLED IN BY BO	OOKKEEPER)		20. D	DETAIL OF CASH TURNED IN	(TO BE FILLED IN BY CASHIEF	R)					
NAME OF ACCOU	JNT	ACCOUNT NO.	DEBIT AMOUNT	CREDIT AMOUNT		CENTS	\$						
						NICKELS							
					υ	DIMES							
					COINS	QUARTERS	5.00						
						HALF-DOLLARS							
					1		TOTAL COINS	\$	5.00				
						ONE'S	20.00						
						FIVE'S	50.00						
		TOTAL	\$	\$	Ş	TEN'S	50.00						
			Ψ	Ψ	CURRENCY	TWENTY'S	500.00						
* SIGNED REFUND VOUCHERS WILL BE ATTACHED REMARKS: (Use reverse side if necessary)													
(USE THIS SECTION TO SEPARATE							\$	620.00					
LINE ITEM	S EX	. .			"	U.S. CHECKS							
					4.0.Y	OTHER CHECKS	3						
\$350 – Hol	iday	Party Sale	<mark>es</mark>		XS/	MONEY ORDERS							
<mark>\$175 – Em</mark>					CHECKS/M.O.		TOTAL CHECKS/M.O.'S	\$					

SIGNATURE OF PERSON DESIGNATED TO READ REGISTER

SIGNATURE OF PERSON DESIGNATED TO VERIFY CASH AND CHARGES

GRAND TOTAL CASH TURNED IN

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.

625.00

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