

INSPECTION – PART H
RESALE PROGRAM

H. Resale Program (Graded Separately)	Value	Yes	No	N/A
1) Has the Resale Change Fund Custodian been designated in writing by the Commanding Officer?	1			
The change fund's purpose is to make change for financial transactions, such as the sale of tickets or tours. Change funds will be maintained in minimum amounts consistent with the needs of the Afloat Recreation Fund. Change funds cannot be used to make refunds or cash personal checks. The CO will authorize all change funds. Reference (a) chapter 4, paragraph 9 a.				
2) Are selling prices and mark-up percentages approved by the Commanding Officer and established in writing?	1			
The selling prices and mark-up percentages for Sailors and ship visitors must be approved by the Commanding Officer. Resale operation items can be marked up between 15 and 35 percent. Reference (a) chapter 5, paragraph 2 c.				
3) Is access to resale stock limited to the Resale Change Fund Custodian?	1			
All resale items will be securely stored to prevent loss. Direct access to the merchandise will be limited to the Resale Property Custodian. Reference (a) chapter 5, paragraph 2 h (1).				
4) Does the Resale Change Fund Custodian deposit cash receipts when the accumulated total exceeds \$100.00?	1			
When homeported, the RFC will deposit receipts at least bi-weekly, or whenever accumulated receipts exceed the authorized change fund by \$100. When underway, monies should be deposited with the DISBO and a check issued to be mailed back to the appropriate banking institution. Cash on-hand will not exceed \$100. Reference (a) chapter 5, paragraph 2 i (6).				
5) Does the Fiscal Oversight Board conduct Surprise Cash Counts/Ticket Counts on a quarterly basis?	1			
The Fiscal Oversight Board will conduct quarterly surprise cash counts for commands with petty cash, change funds and other accumulations of cash instruments. Reference (a) chapter 1, paragraph 9 g.				
6) Does the cash on hand equal cash receipts plus the amount of the change fund?	1			
Each day's sales will be recorded using a NAVCOMPT Form 2211, Daily Activity Record, or, for commands with minimal sales, when sales reach \$100. Cash and inventory will be reconciled; discrepancies will be noted and reported to the RSO for resolution. Cash receipts will be turned into the RFC each business day. Reference (a) chapter 5, paragraph 2 i (4).				
7) Is the Resale Inventory Reconciliation Form completed after each monthly inventory?	2			
Merchandise will be reconciled using the periodic inventory system in which a physical count of the items is taken to determine the cost of goods sold. Subject inventory will be taken monthly. NAVCOMPT Form 2215, Inventory Record, may be used for the purpose. Reference (a) chapter 5, paragraph 2 j (1).				
8) Are emblematic special orders placed for groups vice individuals?	1			
The Commanding Officer is responsible for ensuring expenditures are made to benefit the majority of the crew. Decisions regarding questionable expenditures should only be made after consulting the Recreation Advisory Board (RAB), local DFSC and CNIC DFS Program Manager. Reference (a) chapter 1, paragraph 3 j.				
9) Are food resale items limited to pre-packaged non-perishable items?	1			
Afloat Recreation resale operations may not operate a food resale operation other than pre-packaged, non- perishable food items. Reference (a) chapter 5, paragraph 2 b.				

H.1

SSIC
Ser
DATE

From: Commanding Officer, (USS NAVY SHIP)
To: CHANGE FUND CUSTODIAN NAME) _____

Subj: DESIGNATION AS RESALE CHANGE FUND CUSTODIAN

Ref: (a) CNICINST 1710.5

1. Per reference (a), you are hereby designated as Ship's Resale Change Fund Custodian for the (USS NAVY SHIP) Recreation Fund. As Ship's Resale Custodian, you are responsible for inventory management, sales, and safeguarding all monies associated with the ship's Recreation Fund Resale Program.

2. You are authorized custody of a resale change fund in the amount of \$_____.

(COMMANDING OFFICER'S NAME)

Copy to:
Service Record
Recreation File

NOTE: THIS IS ONLY FOR SHIPS <u>WITHOUT</u> SHIP STORES.

H.2

All unit costs included, shipping, artwork and setup fees.

Recreation Fund Resale Pricing Request

Item	Unit Cost	Sale Price	Profit Each	Profit Total %
Beanie	\$12.00	\$15.00	\$3.00	25
Hoodie	\$40.00	\$50.00	\$10.00	25
Fleece	\$40.00	\$50.00	\$10.00	25
Ornament	\$7.75	\$10.00	\$2.25	29
Coffee Mug	\$9.10	\$12.00	\$2.90	32
Shot Glass	\$5.00	\$6.50	\$1.50	30
Bottle Opener	\$5.00	\$6.50	\$1.50	30
Belt Buckle	\$16.50	\$20.00	\$3.50	21

Submitted:	ET2 (SS) Levins	L. Levins
Reviewed:	LTJG OLDEN	
Reviewed:	XO 8/15/XX	P. Playinger
Approved:	8/5/XX	D. Young

H.5

SURPRISE/UNANNOUNCED CASH COUNT	
Activity/Location: Address:	Fund Type: <input type="checkbox"/> Change Fund <input type="checkbox"/> Petty Cash
Cash Register and Drawer # (if applicable):	
Date:	Time:

1. Individuals conducting the surprise/unannounced cash count must first obtain a manager's cash register reading (in the "X" mode) to determine total sales.

Closing Register Reading:	Line 1	
Opening Register Reading:	Line 2	
Over/Underrings: (Show over as -, and under as +)	Line 3	
Net Sales: (Line 1, minus Line 2, +/- Line 3)	Line 4	
Amount of Change Fund:	Line 5	
Total Required: (Add Line 4 and Line 5)	Line 6	
Actual count of cash, checks, money orders, credit card sales and credits: (See reverse side, " Total Counted ".)	Line 7	
Shortage/Overage: (Subtract Line 7 and Line 6)	Line 8	

2. Answer the following questions:

- a. Does the activity cashier have a signed money receipt or log book as proof of their change fund acceptance, or a signed, sub-custody letter?
☐ Yes ☐ No (If no, correct this situation ASAP.)
- b. Does the activity cashier have sole access to the money on hand?
☐ Yes ☐ No (If no, correct this situation ASAP.)
- c. If the activity cashier has a sub-custody letter for the change fund, does he/she have a lock box or safe compartment with sole access?
☐ Yes ☐ No (If no, correct this situation ASAP.)

Explain:

Upon signing this form, the activity cashier acknowledges that the surprise/unannounced cash count was conducted in his/her presence and that the total sum was left in their custody following the surprise/unannounced cash count.

Activity Cashier:

Printed Name:

Signed Name:

Date:

Counted By:

Printed Name:

Signed Name:

Date:

ACTUAL CASH COUNT			
Currency	Units	Total	
\$ 100.00	x	=	
\$ 50.00	x	=	
\$ 20.00	x	=	
\$ 10.00	x	=	
\$ 5.00	x	=	
\$ 2.00	x	=	
\$ 1.00	x	=	
		Sub Total	\$
Rolled Coins	Rolls	Total	
\$.50	x	=	
\$.25	x	=	
\$.10	x	=	
\$.05	x	=	
\$.01	x	=	
		Sub Total	\$
Loose Coins	Number	Total	
\$ 1.00	x	=	
\$.50	x	=	
\$.25	x	=	
\$.10	x	=	
\$.05	x	=	
\$.01	x	=	
		Sub Total	\$
OTHER ITEMS			
Checks/Money Orders			\$

H.7

RESALE INVENTORY RECONCILIATION FORM							
MONTH ENDING: <u>October</u>				VERIFIED BY: <u>ENS James</u>			
PREPARED BY: <u>ETC Miller</u>				APPROVED BY: <u>LT Cheryl Peters</u>			
1. Item Description	2 Beginning Inventory	3 Units Purchased	4 Subtotal (2+3)	5 Ending Inventory	6 Units Sold (4-5)	7 Selling Price	8 Expected Income (6x7)
Command Coin	25	0	25	21	4	\$15.00	\$60.00
Belt Buckle	17	50	67	59	8	\$10.00	\$80.00
Heavy Jacket	21	0	21	19	2	\$50.00	\$100.00

TOTAL EXPECTED INCOME: \$240

TOTAL ACTUAL INCOME: \$240

VARIANCE: \$0

EXPLANATION FOR OVERAGE/SHORTAGE:
