

MEMORANDUM FOR COMMANDER, FORT MONROE

SUBJECT: Internal Review Report ATIR 00-10, Follow-up Review of the Audit of Old Point Comfort Marina, ATIR 97-5 (17 March 1997)

**1. OBJECTIVE AND SCOPE.**

a. The follow-up objective was to determine whether Fort Monroe effectively implemented the recommendations in the audit report on the Old Point Comfort Marina (ATIR 97-5, dated 17 March 1997).

b. We did the follow-up in May and June 1999 at the Directorate of Morale, Welfare, and Recreation (DMWR) and Old Point Comfort Marina in accordance with government auditing standards. The follow-up consisted of discussions with proper personnel and examination and evaluations of transactions representative of operations current at the time of the follow-up.

**2. CONCLUSION.** DMWR and the marina staff made great strides in improving operations and the controls over cash since the report was issued. The report listed seventeen recommendations relating to the marina. The DMWR implemented all the recommendations in the report.

**3. Recommendation 1:** Issue the Marina pre-numbered boat rental agreements, transient slip forms, and maintenance agreements for daily usage. Since the Central Accounting Office is no longer functioning at Fort Monroe the Financial Management Division or Services Division could issue the pre-numbered agreements. Under no circumstances should the control numbers be assigned by the Marina.

*The recommendation is closed. The Marina now uses pre-numbered forms for daily usage.*

**4. Recommendation 2:** Require the activity receiving Daily Activity Reports in place of the CAO monitor the usage of these pre-numbered forms. Establish or use existing procedures to identify the first and last documents of each individual series of pre-numbered forms. Establish procedures to obtain missing documents from the Marina.

*The recommendation is closed. The MWR Financial Management Division monitors the usage of the pre-numbered forms.*

**5. Recommendation 3:** Establish policy for discount boat rental or other services. Periodically monitor compliance with this policy.

*The recommendation is closed. The Marina established policy for discount boat rentals or other services.*

**6. Recommendation 4:** Prepare the pre-numbered boat rental agreement, transient slip forms, and maintenance agreements in duplicate for each transaction. Be sure to complete the form in its entirety. When a customer completes the rental annotate the complete charge of the rental on the form and give the customer a cash register kick-out receipt.

*The recommendation is closed. The DMWR implemented the recommendation. Pre-numbered forms were prepared in duplicate for each transaction and Marina personnel completed the form in its entirety.*

**7. Recommendation 5:** Process the pre-numbered forms in accordance with procedures outlined in AR 215-2, paragraph 3-7.2 pertaining to pre-numbered cash control documents.

*The recommendation is closed. The DMWR implemented the recommendation. Marina personnel processed pre-numbered forms properly.*

**8. Recommendation 6:** Deposit and store cash receipts in accordance with AR 215-2, paragraph 3-7.4. Assign someone to be responsible for overnight deposits.

*The recommendation is closed. The DMWR implemented the recommendation. We reviewed the procedures for deposit and storage of cash receipts and found that they processed receipts in accordance with the regulation.*

**9. Recommendation 7:** Have combination to safe changed. Limit staff having access to combination. Safeguard the combination.

*The recommendation is closed. DMWR implemented the recommendation. The combination to the safe has been changed and safeguarded. Only three Marina personnel have the combination and access to the safe.*

**10. Recommendation 8:** Complete and use DA form 4082 in accordance with instructions in AR 215-2, paragraph 3-7.2.

*The recommendation is closed. DMWR implemented the recommendation. We reviewed recent daily transactions and determined that marina personnel completed and used DA form 4082 in accordance with the regulation.*

**11. Recommendation 9:** Follow procedures for operating cash register outlined in AR 215-2, paragraph 3-7.2. Specifically ensure that:

- There is always one person on duty who does not operate the cash register. Assign this individual to do register close-out reading and make the night deposit. If this procedure is not practicable, then have the individual responsible for closing place the cash register drawer in the safe. Designate someone to perform the cash count and register reading before opening for business the next day.
- Each person operating the register for a particular shift understands they are accountable for the change fund. Require them to sign the DA form 4082.
- Eliminate or greatly reduce no sale transactions.
- Manager on duty or designated representative initial voided transactions.

*The recommendation is closed. DMWR implemented the recommendation. We reviewed current procedures for operating the cash register at the Marina. Marina personnel implemented and followed proper procedures for operating the cash register. No sales transactions have been greatly reduced and the manager or designated representative initialed voided transactions.*

**12. Recommendation 10:** Discontinue current use of pre-numbered receipts.

- Provide customer copy of cash register kick-out tape for receipt.
- Design and use a spreadsheet to manage collection of slip fees using automatic credit card charges.
- Submit credit card receipt with Daily Activity Report to support credit card collections.
- Use another form to expense items used by Marina in daily operations, e.g., gas and diesel.

*The recommendation is closed. DMWR implemented the recommendation. Marina personnel discontinued the use of pre-numbered receipts. Customers receive a copy of cash register kick-out tape for receipt. The Marina has an autobilling log book for each slip holder that they use to manage collection of slip fees using credit card charges. Credit card receipts are submitted with daily activity report to support credit card collections. Marina personnel now use another form to expense items used by the Marina in daily operations.*

**13. Recommendation 11:** Find out from bank credit card sponsor the established daily cutoff time for credit card transactions.

*The recommendation is closed. Marina personnel now process credit card transactions in the morning in order to meet the cutoff times.*

**14. Recommendation 12:** Process credit card transactions within the established daily cutoff time to avoid additional processing charges.

*The recommendation is closed. DMWR implemented the recommendation.*

**15. Recommendation 13:** Collect slip fees using automatic credit card procedures on the date rental fees are due.

*The recommendation is closed. DMWR implemented the recommendation. Marina personnel collected slip fees using automatic credit card procedures on the date rental fees were due.*

**16. Recommendation 14:** Ring credit card charges through the cash register on the same day the credit card charge is approved.

*The recommendation is closed. DMWR implemented the recommendation. Marina personnel now ring credit card charges through the cash register on the same day the credit card charge was approved.*

**17. Recommendation 15:** Continue to monitor the Marina's compliance with slip rental rules. Specially monitor the qualifications of patrons who rent slips.

*The recommendation is closed. The community recreation manager monitors the Marina's compliance with slip rental rules.*

**18. Recommendation 16:** Consult with the Fort Monroe Judge Advocate to determine if a liability exists to pay employees who worked beyond scheduled hours.

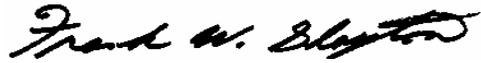
*The recommendation is closed. DMWR implemented the recommendation. The community recreation manager consulted with the Fort Monroe Judge Advocate to determine if a liability existed to pay employees who worked beyond scheduled hours.*

**19. Recommendation 17:** When scheduling employees for work calculate the time for opening and closing business into the work schedule.

*The recommendation is closed. DMWR implemented the recommendation. The marina manager now calculates the time for opening and closing business into the work schedule.*

**20. Activity Response.** We have discussed the results of the follow up review with the Director, Morale, Welfare, and Recreation. The Director agreed with the results. A response to this report is not required.

**21.** The point of contact is John DiCarlo, extension 2899, [dicarloj@monroe.army.mil](mailto:dicarloj@monroe.army.mil).



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