

D - SALES ACCOUNTABILITY FOR FOOD OPERATIONS

	YES	NO
1. Were sales accountability tests and internal control procedures for food sale operations scheduled IAW DOD 7000.14-R, Volume 13?	<input checked="" type="checkbox"/>	
2. Were the following sales accountability tests performed daily for each food activity?	<input checked="" type="checkbox"/>	
Did cashiers use DA Form 5053 (Scatter sheets) to record the number of menu items sold daily?	<input checked="" type="checkbox"/>	
Did the food manager analyze the data on scatter sheets to ensure that proper sales and costs data were included on the form and that computations were accurate?	<input checked="" type="checkbox"/>	
Were cashiers monitored (by activity managers) to ensure that sales receipts were promptly recorded and that scatter-sheet data was accurately maintained?	<input checked="" type="checkbox"/>	
Were total sales columns on scatter sheets compared to cash register receipts?	<input checked="" type="checkbox"/>	
Were variances investigated and adequately explained?	<input checked="" type="checkbox"/>	
3. Were the sales accountability test procedures in AR 215-1, App G for testing sensitive items adequately followed?	<input checked="" type="checkbox"/>	
Were required inventories performed and accurate records maintained showing receipts and issues of food and beverage items at the warehouse? (Applies only if the activity maintains a central warehouse for its products.)	<input checked="" type="checkbox"/>	
Were required inventories performed and accurate records maintained showing receipts and issues of food and beverage items at the activity storage area?	<input checked="" type="checkbox"/>	
Were sensitive and high-dollar food and beverage items properly designated as sensitive items?	<input checked="" type="checkbox"/>	
Did the number of sensitive items designated exceed 5 but no more than 15 items?		
Did the chef properly record and accurately report bulk meat-cutting results on DA Form 5065 (Daily Sensitive Food Item Inventory and Conversion Chart)?	<input checked="" type="checkbox"/>	

	YES	NO
Did the activity manager monitor the bulk meat cutting records to ensure accurate reporting of results?	<u>✓</u>	
Were inventories of sensitive items performed daily?	<u>✓</u>	
Did at least two people perform the inventory (one to count and one to record)?	<u>✓</u>	
Were the inventory results accurately recorded (in ink) on DA Form 5065?	<u>✓</u>	
If corrections were made, were the incorrect figures lined out, the correct figures inserted, and the corrections initialed by at least two of the inventory team members?	<u>✓</u>	
Did the activity manager compare the results of the sensitive item counts (as recorded on DA Form 5065) to the food sales data (as recorded on DA Form 5053 prepared by the cashier) to ensure that sensitive items issued to kitchen personnel were properly accounted for (either sold or maintained in inventory)?	<u>✓</u>	
Were variances investigated and results documented?	<u>✓</u>	

NOTE: Includes beverages such as beer, wine, and sodas sold through food service operations.

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