Internal Controls Checklist

Slip Lease Management

Activity: Marina

QUESTION	YES	NO	NA	REMARKS
Has the slip lease format been coordinated through the PJA for legal sufficiency?	✓			FEB - MARCH, 2004 HARRY GRUCHALA, POST JAG
Is it true that no boat is allowed to use a slip without annual, monthly, or transient billing arrangements implemented?	✓			SLIP FEES ARE PAID TWO WAYS: 1. BANK & CREDIT CARD 2. SHORT TERM - LESS THAN 6 MONTHS BY CC, CHECK, OR CASH
Is it true that slip lease documentation is maintained on all occupied slips showing- Proof of the renter's eligibility to use the facility (picture ID)? Proof of vessel ownership? Proof of required insurance? A current, signed lease agreement.	✓			INTERNAL AUDIT WAS RECENTLY CONDUCTED TO ENSURE CURRENT SLIP HOLDERS FILES ARE COMPLETE AND CURRENT. AUDIT CONDUCTED FEBRUARY, 2004
Are boats assigned to slip of compatible size?	✓			WE HAVE A SLIP RENTER IN SLIP OF INCOMPATIBLE SIZE FOR HEALTH REASONS (WILLIE WRIGHT)
Does paperwork correspond with slip assignment and visa-versa?	✓			
Are all staff members trained and aware of eligibility requirements?	✓			

I have reviewed this checklist. The controls prescribed are in place and operational except as noted in the remarks.

3-30-04

Activity Manager Signature Date

3-30-04

Reviewing Supervisor Date

MWR

SERVING AMERICA'S ARMY