



Internal Controls Checklist

Slip Lease Management

Activity: Marina

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QUESTION	YES	NO	NA	REMARKS
Has the slip lease format been coordinated through the PJA for legal sufficiency?				
Is it true that no boat is allowed to use a slip without annual, monthly, or transient billing arrangements implemented?				
Is it true that slip lease documentation is maintained on all occupied slips showing - Proof of renter's eligibility to use the facility (picture ID)? Proof of vessel ownership? Proof of required insurance? A current, signed lease agreement?				
Are boats assigned to slips of compatible size?				
Does paperwork correspond with slip assignment and visa-versa?				
Are all staff members trained and aware of eligibility requirements?				
Are cash overages and shortages reported on DA Form 4082? Are they tracked and evaluated when necessary?				

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

Activity Manager Signature Date

Reviewing Supervisor Date