



USCGC ASPEN (WLB 208)

FORREST O. REDNOUR MEMORIAL AWARD PACKAGE

MEDIUM AFLOAT

2019



PART 3: 2019 Annual Audit



4061
19 Nov 2019

MEMORANDUM

From: [REDACTED]
CGC ASPEN (WLB 208)

To:
Thru:

Subj: ANNUAL DINING FACILITY AUDIT REPORT

Ref: (a) Food Service Manual, COMDTINST M4061.5A (series)

1. An audit of CGC ASPEN (WLB 208) was conducted on 19 November 2019 per reference (a), and the results are as follows:

2. A complete physical inventory of all food items was taken and all prices against last purchases have been verified (Enclosure 1). The total value of the inventory is [REDACTED]. The inventory was found to be organized, nothing was expired, and first in-first out practices are being used. Record keeping processes were found to be accurate and organized. A Perpetual Inventory test was conducted and found to be satisfactory. The Perpetual Inventory test sheet is attached with the Dining Facility Operating Statement, CG-2576 (Enclosure 2).

3. The dining facility does not have a change-making fund. There is currently nothing in transit for the sale of meals. All transmittals and collection receipts have been verified up until the Nov 2019 sale of meals. At this time there are no known discrepancies.

4. A review of all commercial procurement for the last three months was conducted and verified against the Supply Fund Report. All accounts payable are current. All open market purchases are made with a government purchase card. All credit card statements have been processed each month in accordance with the Finance Center Standard Operating Procedures. There were not any purchases over \$3,500.00.

5. All dining facility monthly reports for the last three months were reviewed and found to be in good order. The dining facility currently has an accumulated unused allowance of [REDACTED] and is within the 30% maximum accumulation allowed (Enclosure 3).

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Enclosures: (1) Provision Inventory Report, CG-4261
(2) Dining Facility Operating Statement, CG-2576

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