

U.S. Army Corps of Engineers
RECREATION FEE CASHIER (RFC) AND ALTERNATE RFC (ARFC) AUDIT

For use of this form, see ER 1130-2-550 and EP 1130-2-550; the proponent agency is CECW-CO.

1. DATE	2. TIME (0001-2400 hours)	3. OFFICE
4. MANAGER'S NAME	5. RFC'S NAME	6. ARFC'S NAME

SECTION I - ACCOUNTABLE FEE PROPERTY RECEIVED THIS FISCAL YEAR

ITEM	a. NUMBER RECEIVED	b. NUMBER ON HAND WITH THE RFC / ARFC	c. NUMBER ISSUED TO AND ON HAND WITH ACs	d. NUMBER REMITTED	e. OTHER (See Comments)
1. ENG FORM 4457 (Permit Books)					
2. ENG FORM 4839B-2 (Annual Pass Books)					

SECTION II - CHECKLIST

	YES	NO	N/A
1. USE FEE ACCOUNTABLE PROPERTY DOCUMENTS (DA Form 410 or other appropriate receipt) PROPERTY FILLED OUT?	<input type="checkbox"/>	<input type="checkbox"/>	
2. THE RFC OR ARFC IS MAINTAINING INFORMATION IN THE ENG ACCOUNTING FEE PROPERTY AND USE FEE TRACKING SPREADSHEETS (Eng Forms 6066, 6067, 6068 and 6069) TO ACCURATELY TRACK AND ACCOUNT FOR ALL ACCOUNTABLE FEE PROPERTY AND USE FEES.	<input type="checkbox"/>	<input type="checkbox"/>	
3. NO USE FEE COLLECTIONS OVER 7 DAYS OLD ARE CONTAINED IN THE SAFE MODULE:	<input type="checkbox"/>	<input type="checkbox"/>	
4. TOTAL USE FEE COLLECTIONS CONTAINED IN THE SAFE MODULE ARE LESS THAN \$5,000:	<input type="checkbox"/>	<input type="checkbox"/>	
5. NRRS DEPOSIT REPORTS SHOW ALL USE FEES REMITTED THROUGH THE NRRS HAVE BEEN RECONCILED AND RECEIVED BY THE USACE FINANCE CENTER SINCE THE LAST AUDIT:	<input type="checkbox"/>	<input type="checkbox"/>	
6. CEFMS RECORDS SHOW ALL CEFMS REMITTANCE REGISTERS HAVE BEEN ASSIGNED A COLLECTION VOUCHER NUMBER SINCE THE LAST AUDIT:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. ALL REMITTANCE DOCUMENTS ARE BEING REVIEWED, SEQUENTIALLY NUMBERED AND ACCURATELY ACCOUNTED FOR:	<input type="checkbox"/>	<input type="checkbox"/>	
8. FOR ALL HONOR VAULTS:			
a. Was the key control master list checked to verify that no one person has been issued both the honor vault key and the insert box key for the vault being inspected?	<input type="checkbox"/>	<input type="checkbox"/>	
b. Was the insert box documentation checked to verify vault assignments?	<input type="checkbox"/>	<input type="checkbox"/>	
c. Was a random inspection performed within the last five (5) years that verified a double box/double lock system is being utilized? Date of last inspection	<input type="checkbox"/>	<input type="checkbox"/>	
9. FOR ANNUAL AUDITS ONLY; HISTORIC VISITATION AND FEE COLLECTION DATA WAS REVIEWED FOR INCONSISTENCIES? (attach analysis of visitation data and dollar fee collection).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NOTE: Any questions above answered "NO" shall be addressed in the comments with corrective actions being taken to reconcile them a copy of the report shall be furnished to the manager and OPM.

10. COMMENT/SUMMARY (reference block number when commenting)

SECTION III - SIGNATURE CERTIFICATIONS

1a. RFC'S NAME	b. DATE	c. RFC'S SIGNATURE
2a. ARFC'S NAME	b. DATE	c. ARFC'S SIGNATURE
3a. AUDITOR'S NAME	b. DATE	c. AUDITOR'S SIGNATURE