



DEPARTMENT OF THE ARMY
HEADQUARTERS NEW YORK ARMY NATIONAL GUARD
330 OLD NISKAYUNA ROAD
LATHAM, NY 12110-3514

MNL

01 October 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Unannounced Verification and Cash Audit Report FY 2016

1. Reference: DA PAM 30-22, Operating Procedures for the Army Food Program, dated 6 February 2007, Paragraph 3-30

2. The purpose of the unannounced verification and cash audit of Cash Meal Payment Books (DD Form 1544 book/sheets) is to ensure that all issued copies of DD Form 1544 and all cash collected from the sale of meals being retained before turn-in are physically present with the responsible person. The unannounced verification and cash audit report must be conducted at least once during the fiscal year, IAW the following procedures:

a. The next higher headquarters will appoint, in writing, an individual (E-5 or above) to conduct the audit, someone other than food service personnel. A letter report of findings will be prepared using memorandum format with the appropriate letterhead and submitted to the appointing headquarters for appropriate action. An example unannounced verification and cash audit memorandum is contained in NYARNG Regulation 30-22, E-2.

b. The designated individual performing the verification and cash audit will provide the installation Control Officer the book serial number, date of issue, the number of sheets issued, the number of unused sheets on hand, the number of sheets accounted for (through turn-in) as indicated on the DD Form 1131, the dollar value of funds recorded on the sheets, the dollar value on hand, and the dollar value of any cash over or short.

c. When a cash overage or shortage occurs, the overage or shortage amount will be reflected on the DD Form 1544. Any cash shortage that appears to be a result of misappropriation will be reviewed or investigated as determined by the unit commander.

d. If any sheets are missing, a copy of the AR 15-6 investigation will also need to be provided.

e. The installation Control Officer will maintain the unannounced verification and cash audit reports on file at JFHQ until the books are turned in.

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f. A copy of the report of findings will be provided to the unit and maintained on file with the DD Form 1544 books.

3. All written unannounced verification and cash audits must be turned in no later than 5 duty days after the end of the fiscal year to this headquarters, ATTN: MNL-LM (SS), SFC Scott Kyle. There will be no exceptions to this policy.

4. The point of contact is SFC Scott Kyle, MNL-LM (SS) at (518) 786-4304, or email at scott.d.kyle.mil@mail.mil.

FOR THE COMMANDER:



SCOTT A. DOUST
COL, LG, NYARNG
Director of Logistics

DISTRIBUTION:

42nd ID, G-4

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