



Florida Department of Environmental Protection

CONCESSIONAIRE QUARTERLY EVALUATION

Park: Anastasia State Park

Concessionaire: Cape Leisure – Anastasia

Fiscal Year: 2021/2022

Quarter: JAS

1. GROSS SALES:

	Point of Sale	Month	Previous Yr. Sales	Current Yr. Sales	% +/-	Previous Yr. Expenses	Current Yr. Expenses
A.	Grill	July	6789.84	16529.43	143.44%		
		August	8697.11	16236.33	86.69%		
		September	4666.84	11702.94	150.77%		
		Subtotal	20153.79	44468.7	120.65%	0	0
B.	Retail	July	16728.34	19069.89	14.00%		
		August	10774.74	13795.77	28.04%		
		September	7707.94	16187.27	110.01%		
		Subtotal	35211.02	49052.93	39.31%	0	0
C.	Glamping	July	\$0.00	0	#DIV/0!		
		August	\$0.00	0	#DIV/0!		
		September	\$0.00	0	#DIV/0!		
		Subtotal	0	0	#DIV/0!	0	0
D.	Beach & Golf Cart Rentals	July	\$0.00	11313.46	#DIV/0!		
		August	\$0.00	5051	#DIV/0!		
		September	\$0.00	2822	#DIV/0!		
		Subtotal	0	19186.46	#DIV/0!	0	0
E.	WaterSports	July	\$47,198.96	34381.03	-27.16%		

		August	\$34,288.82	29435.62	-14.15%		
		September	\$15,303.23	22340.97	45.99%		
		Subtotal	96791.01	86157.62	-10.99%	0	0
F.	Vending Machines	July	\$375.59	0	-100.00%		
		August	\$0.00	629.11	#DIV/0!		
		September	\$0.00	0	#DIV/0!		
		Subtotal	375.59	629.11	67.50%	0	0
G.	Pavilion Rentals/Interactive Camps	June	\$2,655.00	3300	24.29%		
		August	\$865.96	325	-62.47%		
		September	\$656.10	1939.64	195.63%		
		Subtotal	4177.06	5564.64	33.22%	0	0
H.					#DIV/0!		
					#DIV/0!		
					#DIV/0!		
		Subtotal	0	0	#DIV/0!	0	0
I.					#DIV/0!		
					#DIV/0!		
					#DIV/0!		
		Subtotal	0	0	#DIV/0!	0	0
J.					#DIV/0!		
					#DIV/0!		
					#DIV/0!		
		Subtotal	0	0	#DIV/0!	0	0
K.					#DIV/0!		
					#DIV/0!		
					#DIV/0!		
		Subtotal	0	0	#DIV/0!	0	0
TOTAL GROSS SALES			152531.41	205059.46	34.44%	0	0

PLEASE ATTACH QUARTERLY SALES TAX RETURN & INCOME STATEMENT FOR THE QUARTER.

Comments required for change in gross sales:

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2. ACCOUNTING

		Yes	No	N/A
A.	Books of original entry are maintained daily and kept on file for audit purposes (3 years minimum).	X		
B.	Source documents, including cash register tapes, are maintained on file for audit purposes (3 years minimum).	X		
C.	Inventories are conducted on a schedule acceptable to Park Manager's standards.	X		
D.	All invoices and checks are kept on file.	X		
E.	Purchases for supplies or services by the Concessionaire are made by check or through an imprest fund replenished by check.	X		
F.	Refunds are substantiated with a customer signed document using rubber stamp and ledger.	X		
G.	Adequate point of sale controls are used.	X		
H.	Sales personnel with access over cash are adequately supervised.	X		
I.	Responsibilities for receiving, depositing and recording cash receipts are assigned to different persons.	X		
J.	Personnel with access over cash do not clear cash register.		X	
K.	All sales are rung up on cash register.	X		
L.	Cash register has visual display facing customer and showing total sales transaction.	X		
M.	Cash register has dual tape system.		X	
N.	Each customer is offered a sales receipt and all points of sale have a clearly visible sign asking customers	X		
O.	Cash register drawers are closed after each transaction.	X		

P.	Pre-numbered receipts are used when specified by the agreement or when cash register is impractical.	X		
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Comments required for all NO responses:

J. Only Managers can clear register.

M. New POS system prints customer copy then saves all receipts to server therefore dual tape is not necessary to be in compliance.

3. REPORTING/DOCUMENTATION

A. Insurance/Security

		Yes	No	Expire	Amount
1	General Liability Insurance (Department and Trustees named as additional insured)	X		8/6/2022	\$1,000,000.00
2	Automobile Insurance (Department and Trustees named as additional insured)	X		8/6/2022	\$1,000,000.00
3	Workers' Compensation	X		8/6/2022	\$1,000,000.00
4	Other as needed	X		8/6/2022	\$5,000,000.00

B. List the type of security, expiration date, and amount.

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PLEASE INCLUDE COPIES OF INSURANCE POLICIES IF UPDATED FROM LAST QUARTER

C. Permits and Licenses

	Yes	No	Expire
Permits and Licenses are current	X		
Permit/License: FL Annual Resale Certificate f	N/A	N/A	12/31/2021

Permit/License: Business and Professional Reg	N/A	N/A	6/1/2022
Permit/License: License to Retail Salt Water P	N/A	N/A	6/30/2022

D. Commission Payments

	Yes	No	N/A
Payments are submitted accurately and on time.	X		

E. Other Required Reports and Documentation

		Yes	No	N/A	Expire	Amount
1	Annual Limited Engagement Documents are submitted accurately and by required deadline.	X			N/A	N/A
2	Annual Profit & Loss Statements are submitted accurately and by required deadline.	X			N/A	N/A
3	Monthly Gross Sales Reports are submitted accurately and by required deadline.	X			N/A	N/A
4	E-Verify Employment Eligibility Verification completed with copies of completed files for all personnel.	X			N/A	N/A
5	Sexual Offender Check completed with copies of completed files for all personnel.	X			N/A	N/A
6	Annual PCI Compliance Self-Assessment is complete, current, and on file.	X			N/A	N/A
7	Safety Plan provided to Park Manager and is revised and approved annually.	X			N/A	N/A

PLEASE INCLUDE COPIES OF INSURANCE POLICIES IF UPDATED FROM LAST QUARTER

Comments required for all NO responses:

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4. HEALTH/SAFETY

		Yes	No	N/A
A.	Employees follow basic personal hygiene practices.	X		
B.	Food storage areas and refrigeration units are maintained in clean condition.	X		
C.	Food contact surfaces are properly maintained and cleaned.	X		
D.	All other surfaces are cleaned daily (food surface areas, floors, walls, etc.).	X		
E.	Cleaning/chemical supplies stored separately from food.	X		
F.	Cleaning/chemical supplies are in compliance with Environmental Protection Plan.	X		
G.	Leftovers are disposed of properly.			X
H.	Food is stored properly and in appropriate containers.	X		
I.	Corrected all deficiencies noted in most recent health inspection.	X		

Comments required for all NO responses:

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5. ADA/SAFETY

		Yes	No	N/A
A.	Concessionaire is located on safe and accessible route.	X		
B.	First aid kit is available and maintained	X		
C.	Suggested, but not required for boating operations to have AED. AED available?	X		

D.	Operations are equipped with EECs.	X		
E.	Facility is free of public safety hazards.	X		
F.	Provide the name of their A & I Liaison.	Dan LeBlanc/Samantha Basara		
G.	Accessibility and inclusion policy is made available to everyone. Employees are knowledgeable on accommodating persons with disabilities.	X		
	Location of Posting: Entrance at store / on counter	N/A	N/A	N/A
H.	Provided accessibility information in written publications such as website and brochures.	X		

Comments required for all NO responses:

6. OPERATIONS

		Yes	No	N/A
A.	Concessionaire provides the services outlined in the terms of the Agreement.	X		
B.	Concessionaire maintains and posts operating days/hours as outlined in terms of the Agreement. (Any variances approved in writing.)	X		
C.	Inventories comply with agreed upon merchandise standards and are sufficiently stocked to meet demand.	X		
D.	Rate/Fee/Menu boards are properly maintained and prices are current.	X		
E.	Prices are fair and comparable with others in area, confirmed by Park Manager.	X		
F.	Merchandise is price marked.	X		
G.	All signage is appropriate, maintained and approved by Park Manager.	X		
H.	Sales area is neat, organized and clean.	X		
I.	Interpretive tour scripts are approved by Park Manager.	X		
J.	Website is well maintained, promotes a satisfactory image for the Park and provides information on fees and services accurately.	X		

K.	Concessionaire utilizes disposable serving supplies produced from recyclable or biodegradable materials.	X		
L.	Concessionaire offers alternative menu items such as vegetarian and gluten-free.	X		
M.	Corrects all deficiencies noted by Agreement Manager.	X		
N.	Concessionaire is open to suggestions for improving service to visitors.	X		

Comments required for all NO responses:

Washers and Dryers are fixed and fully operational. New machines to replace old ones upon delivery.

7. STAFF

		Yes	No	N/A
A.	Employees are identified by either uniform or name badge, and personal appearance standards and uniforms are in compliance with the terms of the Agreement.	X		
B.	Employees are knowledgeable about the Park.	X		
C.	Employees are courteous, helpful, and ensure an understanding and use of the principles of hospitality.	X		
D.	Sufficient number of employees to service visitors.	X		
E.	Number of employees. 9	N/A	N/A	N/A

Comments required for all NO responses:

8. SPACE AND EQUIPMENT

		Yes	No	N/A
A.	Equipment maintenance is in compliance with terms of Agreement.	X		
B.	Building maintenance is in compliance with terms of Agreement.	X		
C.	Grounds maintenance is in compliance with terms of Agreement.	X		

Comments required for all NO responses:

Vending machines and laundry machines are now functional. The vending machines need additional machinees in the future with more variety.

9. CAPITAL IMPROVEMENTS

		Yes	No	N/A
A.	Schedule of Capital Improvements is maintained.	X		
B.	Capital Improvements are performed in accordance with the terms of the Agreement.	X		
C.	Any deviations from negotiated Capital Improvements are well documented and approved by the Department. Please attach documentation.	X		
D.	Capital Improvements are satisfactorily completed by scheduled deadline.	X		

Comments required for all NO responses:

10. CURRENT CONTACT INFO

Phone: (904)461-9322

Fax: (904)461-9323

Mailing Address: 1340A A1A South
St. Augustine, FL 32080

Email Address: dleblanc@capeleisurecorp.com

11. GENERAL COMMENTS

What plans are going well, and what could be improved?

Concessionaire Signature

Date

Agreement Manager Signature

Date



10/28/21



10/26/2021

Distribution:

[Email to Operational Services](#)

Email to District

Email to Concessionaire