



**Florida Department of Environmental Protection**  
**CONCESSIONAIRE QUARTERLY EVALUATION**

Park: Anastasia State Park

Concessionaire: Cape Leisure – Anastasia

Fiscal Year: 2022/2023

Quarter: JAS

**1. GROSS SALES:**

	Point of Sale	Month	Previous Yr. Sales	Current Yr. Sales	% +/-	Previous Yr. Expenses	Current Yr. Expenses
A.	Grill	July	16529.43	15052.54	-8.93%		
		August	16236.33	11050.98	-31.94%		
		September	11702.94	9358.6	-20.03%		
		Subtotal	44468.7	35462.12	-20.25%	0	0
B.	Retail	July	19069.89	22959.36	20.40%		
		August	13795.77	16621.27	20.48%		
		September	16187.27	12870.88	-20.49%		
		Subtotal	49052.93	52451.51	6.93%	0	0
C.	Beach & Golf Cart Rentals	July	\$11,313.46	6178.1	-45.39%		
		August	\$5,051.00	3189.9	-36.85%		
		September	\$2,822.00	1071.95	-62.01%		
		Subtotal	19186.46	10439.95	-45.59%	0	0
D.	WaterSports Rentals	July	\$34,381.03	38779.09	12.79%		
		August	\$29,435.62	23545.1	-20.01%		
		September	\$22,340.97	12143	-45.65%		
		Subtotal	86157.62	74467.19	-13.57%	0	0
E.	Vending Machines	July	\$0.00	0	#DIV/0!		
		August	\$629.11	0	-100.00%		
		September	\$0.00	0	#DIV/0!		
		Subtotal	629.11	0	-100.00%	0	0
F.	Pavilion Rentals/Interactive Camps	July	\$3,300.00	9500	187.88%		
		August	\$325.00	775	138.46%		
		September	\$1,939.64	500	-74.22%		
		Subtotal	5564.64	10775	93.63%	0	0

G.					#DIV/0!		
					#DIV/0!		
					#DIV/0!		
Subtotal			0	0	#DIV/0!	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			205059.46	183595.77	-10.47%	0	0

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

Comments required for change in gross sales:

## 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		

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		8/6/2023	\$1,000,000.00
2	Automobile Insurance (Department and Trustees named as additional insured)	X		8/6/2023	\$1,000,000.00
3	Workers' Compensation	X		8/6/2023	\$1,000,000.00
4	Other as needed	X		8/6/2023	\$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	12/31/2022
Permit/License: Business and Professional Reg	N/A	N/A	6/1/2023
Permit/License: License to Retail Salt Water Pt	N/A	N/A	6/30/2023

#### 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:

#### 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:

#### 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 located in the campground have been operable after being serviced. .

**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. 8	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:

**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?

Cape Leisure Quaterly for JAS is satisfactory.

Concessionaire Signature

Date

Agreement Manager Signature

Date



11/21/22

Michael Watkins

11/20/2022

**Distribution:**

Email to Operational Services

Email to District

Email to Concessionaire