



Florida Department of Environmental Protection

CONCESSIONAIRE QUARTERLY EVALUATION

Park: Anastasia State Park

Concessionaire: Cape Leisure – Anastasia

Fiscal Year: 2020/2021

Quarter: JFM

1. GROSS SALES:

	Point of Sale	Month	Previous Yr. Sales	Current Yr. Sales	% +/-	Previous Yr. Expenses	Current Yr. Expenses
A.	Grill	January	2910.25	2292.32	-21.23%		
		February	3685.99	3088.35	-16.21%		
		March	4252.5	12393.95	191.45%		
Subtotal			10848.74	17774.62	63.84%	0	0
B.	Retail	January	6623.24	6591.45	-0.48%		
		February	8959.13	7068.58	-21.10%		
		March	6842.09	13392.23	95.73%		
Subtotal			22424.46	27052.26	20.64%	0	0
C.	Glamping	January	\$0.00	0	#DIV/0!		
		February	\$0.00	0	#DIV/0!		
		March	\$0.00	0	#DIV/0!		
Subtotal			0	0	#DIV/0!	0	0
D.	Beach & Golf Cart Rentals	January	\$0.00	0	#DIV/0!		
		February	\$0.00	1332	#DIV/0!		
		March	\$0.00	2302	#DIV/0!		
Subtotal			0	3634	#DIV/0!	0	0
E.	WaterSports	January	\$1,620.20	8700.11	436.98%		

		February	\$3,009.00	7007.5	132.88%		
		March	\$8,384.40	24128	187.77%		
Subtotal			13013.6	39835.61	206.11%	0	0
F.	Vending Machines	January	\$361.50	187.79	-48.05%		
		February	\$702.35	169.01	-75.94%		
		March	\$262.91	0	-100.00%		
Subtotal			1326.76	356.8	-73.11%	0	0
G.	Pavilion Rentals/Interactive Camps	January	\$850.00	100	-88.24%		
		February	\$1,000.00	1100	10.00%		
		March	\$493.90	1600	223.95%		
Subtotal			2343.9	2800	19.46%	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			47613.56	88653.29	86.19%	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		8/6/2021	\$1,000,000.00
2	Automobile Insurance (Department and Trustees named as additional insured)	X		8/6/2021	\$1,000,000.00
3	Workers' Compensation	X		8/6/2021	\$1,000,000.00
4	Other as needed	X		8/6/2021	\$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	6/1/2021
Permit/License: License to Retail Salt Water Pl	N/A	N/A	6/30/2021

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:

		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.	, Mgr		
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:

Washer and Dryers continue to be a problem. Other operations have improved. Added a new golf cart rental service.

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.	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:

Laundry machines are not maintained and often not functioning.

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: gmartin@capeleisurecorp.com

11. GENERAL COMMENTS

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

Operations have improved this past quarter. Added a new golf cart rental service which has been very popular already. New GM is doing a great job so far. Hiring has been difficult, not just for cape leisure, but locally. They have done a good job dealing with these staff shortages. New inventory and tee shirts have arrived. Keep the upward momentum going!

Concessionaire Signature

Date

Agreement Manager Signature

Date



6/10/21

Mark S. Giblin

6/10/2021

Distribution:

[Email to Operational Services](#)

Email to District

Email to Concessionaire