FY 04 Sample

**GENERAL MESS SUMMARY DOCUMENT NAVSUP Form 1359**

**HEADING**

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| **ACTIVITY** | USS SAMUEL B ROBERTS | | | **PERIOD** | 1-31 October 2003 | **DAYS OPER** | 31 | **DAYS IN PORT** | 25 | **UIC** 21352 |
| | | | | **CORRECTED REPORT? Y / N** | | | | | | **MERGED RETURN?** Y / N |
| | | | | | | | | | | **FINAL RETURN?** Y / N |

**RATIONS ALLOWED STATEMENT**

| | |
|---|---|
| **Navy Rations Allowed** | 28,352 |
| **Other Rations Allowed** | 3,297 |
| **TOTAL RATIONS ALLOWED** | 31,649 |

**RATION BREAKDOWN**

| Type | Code | Rations Fed |
|---|---|---|
| Navy Regular | 1 | 2,300 |
| Ration For Cash | 2 | 682 |
| Navy Reserve | 3 | |
| Navy ROTC 1/ | 4 | |
| Naval Academy 1/ | 5 | 67 |
| Marine Regular | 6 | |
| Marine Reserve | 7 | |
| Army Regular | 8 | 128 |
| Army Reserve | 9 | |
| Army Nat Guard | 10A | |
| AF Nat Guard | 10B | |
| Air Force Regular | 11 | |
| Coast Guard 1/ | 12 | |
| Foreign 1/ | 13 | |
| Miscellaneous 1/ | 14 | 117 |
| TARS 1/ | 15 | |
| Total Other Pers 2/ | 16 | 994 |
| **Grand Total 3/** | 17 | 3,294 |

1/ Prepare certification in accordance with Food Service Management, NAVSUP Publication 486, Chapter 2, Volume 1.
2/ Codes 2 through 15.
3/ Codes 1 and 16.

**CASH STATEMENT**

| | | |
|---|---|---|
| UNDEPOSITED BAL FWD | | $0 |
| SALE OF MEALS | + | 4,068 |
| BULK SALES | + | 280 |
| SURCHARGES | + | 137 |
| CASH DEPOSITED WITH D.O. | - | 2,672 |
| OTHER SALES OF MEALS | - | 0 |
| UNDEPOSITED SALES | | $1,813 |

**CERTIFICATION**

| DISBURSING OFFICER | COLLECTION VOUCHER # | DO SYMBOL | DATE |
|---|---|---|---|
| (SIGNATURE) (DATE) | 2040 | 8432 | 31-Oct-2003 |

**STANDARD DOC. NO.** V2135203MD000273

CERTIFICATION: I certify that I have received cash in the amount of **$2,672.41**, representing deposits described above, which will be included in my statement of accountability for the period of : 1-31 October 2003

**RECEIPTS**

| | | |
|---|---|---|
| INVENTORY Balance Brought Forward | | $ 17,500 |
| RECEIPTS WITH CHARGE | | 19,000 |
| RECEIPTS WITHOUT CHARGE | | 2,500 |
| **TOTAL** | | $ 39,000 |

**EXPENDITURES**

| | | |
|---|---|---|
| FOOD COST (338) | + | $ 26,219 |
| SURVEYS | + | 600 |
| LOSS WITHOUT SURVEY | + | 0 |
| BULK SALES | + | 280 |
| TRANSFERS w/ REIMBURSEMENT | + | 150 |
| TRANSFERS w/o REIMBURSEMENT | + | 0 |
| INVENTORY Balance on Hand | + | 12,500 |
| PRICE ADJUSTMENT | +/- | (749.00) |
| **TOTAL** | | $ 39,000 |

| **ALLOWANCES** | **RATIONS** | **RATE** | **VALUE** |
|---|---|---|---|
| BASIC ALLOWANCE | 3,294 | 7.23 | 23,816 |
| UNDER/(OVER) ISSUE CF | | | 0 |
| 99 OR LESS | 2,324 | 1.08 | 2,510 |
| 100 TO 149 | 1,850 | 0.40 | 740 |
| OTHER | | | |
| TOTAL ALLOWANCE | | | 27,066 |
| FOOD COST (338) | | | 26,219 |
| UNDER/(OVER) ISSUE | | | 847 |
| % UNDER/(OVER) ISSUE | | | 3.13% |

| **COUNTRY CODE** | | **SUB** | **OBJ** | | **SUB** | | **TRANS** | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| **ACCOUNTING CLASSIFICATION** | **APPROP** | **HEAD** | **CLASS** | **BCN** | **ALLOT** | **AAA** | **TYPE** | **PAA** | **COST CODE** | **AMOUNT** |
| SALES | 17 4 1453 | 2241 | 007 | 41118 | 0 | 68732 | 3C | 003304 | 0V2135273170 | $ 2,554.61 |
| SURCHARGES **O&MN** | 17 4 1804 | | | | | | | | | $ 117.80 |
| **TOTAL** | | | | | | | | | | $ 2,672.41 |

**SIGNATURES/COMMENTS**

**COMMENTS:**

**The figures contained in the 'RATIONS ALLOWED' column are correct to the best of my knowledge and belief.**

**EXECUTIVE/PERSONNEL OFFICER (SIGNATURE) (DATE)**

**LEVEL OF PROCUREMENT**

| | |
|---|---|
| RECEIPTS WITH CHARGE | 19,000 |
| less: TRANSFERS w/ REIMBURSEMENT - | 150 |
| less: BULK SALES - | 280 |
| | 18,570 |
| TOTAL RECEIPTS less TRANSFERS and BULK SALES | 18,570 |
| TOTAL ALLOWANCES less UNDER/(OVER) ISSUE CF | 27,066 |
| **RATIO =** | 0.6861 |

Ratio less than 1.00 means purchases, transfers and sales were less than allowances.

**LAST FULL PHYSICAL INVENTORY**

| | |
|---|---|
| DATE | 30-Sep-03 |
| NUMBER OF DAYS SINCE | 31 |
| INVENTORY ACCURACY RATE | 96.45% |

| | |
|---|---|
| STORES CONSUMED (1059) | 26,795 |
| DIFFERENCE BETWEEN FOOD COST & STORES CONSUME | -2.15% |

**REVIEWED BY LEADING MS (SIGNATURE)**

**I CERTIFY that the above information is correct to the best of my knowledge and belief.**

**CERTIFIED BY (SIGNATURE) (RANK AND TITLE) (DATE)**

Enclosure (1)

**FOR DEPOSIT ONLY**
**FY 03 Sample**

**GENERAL MESS SUMMARY DOCUMENT NAVSUP Form 1359**

**HEADING**

| | |
|---|---|
| **ACTIVITY** | USS SAMUEL B ROBERTS |
| **PERIOD** | 1-31 October 2003 |
| **DAYS OPER** | |
| **DAYS IN PORT** | |
| **UIC** | 21352 |
| **CORRECTED REPORT? Y / N** | |
| **MERGED RETURN?** | Y / N |
| **FINAL RETURN?** | Y / N |

**RATIONS ALLOWED STATEMENT**

| | |
|---|---|
| **Navy Rations Allowed** | |
| **Other Rations Allowed** | |
| **TOTAL RATIONS ALLOWED** | 0 |

**RATION BREAKDOWN**

| Type | Code | Rations Fed |
|---|---|---|
| Navy Regular | 1 | |
| Ration For Cash | 2 | |
| Navy Reserve | 3 | |
| Navy ROTC 1/ | 4 | |
| Naval Academy 1/ | 5 | |
| Marine Regular | 6 | |
| Marine Reserve | 7 | |
| Army Regular | 8 | |
| Army Reserve | 9 | |
| Army Nat Guard | 10A | |
| AF Nat Guard | 10B | |
| Air Force Regular | 11 | |
| Coast Guard 1/ | 12 | |
| Foreign 1/ | 13 | |
| Miscellaneous 1/ | 14 | |
| TARS 1/ | 15 | |
| Total Other Pers 2/ | 16 | |
| **Grand Total 3/** | 17 | 0 |

1/ Prepare certification in accordance with Food Service Management, NAVSUP Publication 486, Chapter 2, Volume 1.
2/ Codes 2 through 15.
3/ Codes 1 and 16.

**CASH STATEMENT**

| | | |
|---|---|---|
| UNDEPOSITED BAL FWD | | $123 |
| SALE OF MEALS | + | 0 |
| BULK SALES | + | 0 |
| SURCHARGES | + | 0 |
| CASH DEPOSITED WITH D.O. | - | 123 |
| OTHER SALES OF MEALS | - | 0 |
| UNDEPOSITED SALES | | $0 |

**CERTIFICATION**

| DISBURSING OFFICER | COLLECTION VOUCHER # | DO SYMBOL | DATE |
|---|---|---|---|
| (SIGNATURE) (DATE) | 2050 | 8432 | 31-Oct-2003 |

**STANDARD DOC. NO.** V2135202MD000364

CERTIFICATION: I certify that I have received cash in the amount of **$2,672.41**, representing deposits described above, which will be included in my statement of accountability for the period of : 1-31 October 2003

**RECEIPTS**

| | |
|---|---|
| INVENTORY Balance Brought Forward | |
| RECEIPTS WITH CHARGE | |
| RECEIPTS WITHOUT CHARGE | |
| **TOTAL** | $0 |

**EXPENDITURES**

| | | |
|---|---|---|
| FOOD COST (338) | + | |
| SURVEYS | + | |
| LOSS WITHOUT SURVEY | + | |
| BULK SALES | + | |
| TRANSFERS w/ REIMBURSEMENT | + | |
| TRANSFERS w/o REIMBURSEMENT | + | |
| INVENTORY Balance on Hand | + | |
| PRICE ADJUSTMENT | +/- | |
| **TOTAL** | | $0 |

| **ALLOWANCES** | **RATIONS** | **RATE** | **VALUE** |
|---|---|---|---|
| BASIC ALLOWANCE | | | |
| UNDER/(OVER) ISSUE CF | | | |
| 99 OR LESS | | | |
| 100 TO 149 | | | |
| OTHER | | | |
| TOTAL ALLOWANCE | | | |
| FOOD COST (338) | | | |
| UNDER/(OVER) ISSUE | | | $0 |
| % UNDER/(OVER) ISSUE | | | % |

| **COUNTRY CODE** | | **SUB** | **OBJ** | | **SUB** | | **TRANS** | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| **ACCOUNTING CLASSIFICATION** | **APPROP** | **HEAD** | **CLASS** | **BCN** | **ALLOT** | **AAA** | **TYPE** | **PAA** | **COST CODE** | **AMOUNT** |
| SALES | 17 3 1453 | 2241 | 007 | 41118 | 0 | 68732 | 3C | 003304 | 0V2135273170 | $ 123.00 |
| SURCHARGES **O&MN** | 17 3 1804 | | | | | | | | | |
| **TOTAL** | | | | | | | | | | $ 123.00 |

**SIGNATURES/COMMENTS**

**COMMENTS:**

**The figures contained in the 'RATIONS ALLOWED' column are correct to the best of my knowledge and belief.**

**EXECUTIVE/PERSONNEL OFFICER (SIGNATURE) (DATE)**

**LEVEL OF PROCUREMENT**

| | | |
|---|---|---|
| RECEIPTS WITH CHARGE | | 0 |
| less: TRANSFERS w/ REIMBURSEMENT | - | 0 |
| less: BULK SALES | - | 0 |
| | | 0 |
| TOTAL RECEIPTS less TRANSFERS and BULK SALES | | 0 |
| TOTAL ALLOWANCES less UNDER/(OVER) ISSUE CF | | |
| **RATIO =** | | |

Ratio less than 1.00 means purchases, transfers and sales were less than allowances.

**LAST FULL PHYSICAL INVENTORY**

| | |
|---|---|
| DATE | |
| NUMBER OF DAYS SINCE | |
| INVENTORY ACCURACY RATE | |

STORES CONSUMED (1059)

DIFFERENCE BETWEEN FOOD COST & STORES CONSUME #VALUE!

**REVIEWED BY LEADING MS (SIGNATURE)**

**I CERTIFY that the above information is correct to the best of my knowledge and belief.**

**CERTIFIED BY (SIGNATURE) (RANK AND TITLE) (DATE)**

Enclosure (2)