

CONFIDENTIAL

144-2059

Approved For Release 2001/08/14 : CIA-RDP80-01370R000200100002-7

~~SECRET~~

30 NOV 1960

MEMORANDUM TO : Director of Personnel

SUBJECT : Transmittal of Report on Review of Accounting Records and Procedures, Charities Unit, Office of Personnel

1. As verbally requested, the Technical Accounting Staff of this Office has completed a review of the accounting records and procedures of the Charities Unit of the Office of Personnel.

2. Because the proceeds from the current United Givers Fund drive were being received by the Charities Unit at the time the review was begun, all changes considered necessary in the record-keeping system were made immediately.

3. Periodic checks have been made on the records since the changes referred to in paragraph 2 were effected. We find that personnel in the Charities Unit are keeping the records current and that basic information recorded is quite accurate. The techniques of posting to the general ledger accounts, and the use of these accounts as control accounts and in locating posting errors are not completely understood by the personnel of the Charities Unit. TAS will, therefore, continue to perform periodic checks on the records until the personnel show a clear understanding of the accounting requirements, at which time you will be advised thereof.

4. Recommendations for changes in procedures contained in the attached report are summarized as follows:

a. Funds received in the Charities Unit for P.S.A.S. and other charities (excluding U.G.F.) should be counted and verified by two Charities Unit employees immediately upon receipt (Par. 2b(4) of attachment).

b. The Office of Security should be asked to approve the use of a single bank account used for the deposit of personal checks from employees under widely varying degrees and types of cover (Par. 3h of attachment).

DOC	2	REV DATE	20 MAY 1961	BY	029725
ORIG COMP	-	OPI	38	TYPE	01
ORIG CLASS	5	PAGES	10	REV CLASS	C
JUST	22	NEXT REV	2011	AUTH:	NR 70-2

Approved For Release 2001/08/14 : CIA-RDP80-01370R000200100002-7

~~SECRET~~ **CONFIDENTIAL**

CONFIDENTIAL

- c. In all instances in which funds are transferred from the custody or possession of one person to another, funds should be counted in the presence of both parties concerned and a receipt given by the party assuming custody or possession (Par. 3a of attachment).
- d. The bank statement of the Consolidated Charities account should be transmitted in a sterile manner directly from the bank to a member of the Audit Staff who would perform the reconciliation of the account to the books of the Charities Unit (Par. 4 of attachment).
- e. We recommend consideration of a centralized administration of balances of unpaid pledges, remaining uncollected after the close of the funds drive (Par. 5 of attachment).

5. We shall be glad to discuss this report or to provide assistance in the implementation of the recommendations it contains, if you desire. A separate report is being prepared by the Audit Staff and this Office concerning a joint examination of the records of the Charities Unit, which was performed at your request on 27 October 1960.


Acting Comptroller

25X1A9a

ATTACHMENT

Distribution:

- Orig. and 4 - Addressee
- 1 - Signer's Copy
- 1 - TAS Subject
- 1 - TAS Chrono.
- 1 - TAS Reading

25X1A9a

TAS/  :vj (22 November 1960)

CONFIDENTIAL