

17 September 1964

MEMORANDUM FOR THE RECORD

SUBJECT : Accounting Procedures for Headquarters "Exercise Room"

1. A meeting was held 1 September 1964 for the purpose of discussing the financial aspects of the "Exercise Room" which was opened that date for the benefit of Organization personnel. The meeting was attended by Messrs. [redacted] of the Benefits and Services Division, Office of Personnel, and the writer of the Policy and Planning Staff.

2. The equipment and furnishings for the Exercise Room have been purchased with Official Funds and the salaries of personnel assigned for duty in the Exercise Room will also be paid from such funds. Organization personnel using the Exercise Room will be assessed a fee of \$.35 each time they use the facilities of the room. This fee has been calculated to cover the cost of towels, soap, paper shower shoes, and other miscellaneous items. After a few months of operation a review will be made to determine the adequacy of the fee.

3. Provision has been made for personnel using the Exercise Room to deposit their fee in a locked cash box affixed in the entry hall of the room and to sign a roster also located in the same area. Since the room will be open twenty-two hours each day, including Sundays, but attended only during normal working hours the collection of the fee must of necessity be on an honor basis. Fees will be picked up at 9:00 each workday by a representative of the 25th Hour Recreation Association. The locked cash box, for which the only key will be held in the safe of the 25th Hour Recreation Association, will be opened and verified in the presence of [redacted] who has been assigned for duty in the Exercise Room. The total fees collected will be taken into the cash of the 25th Hour Recreation Association and recorded in the financial records of that activity in a general ledger account entitled "Income - Exercise Room". Miscellaneous expenses on behalf of the Exercise Room will be paid by the 25th Hour Recreation Association and recorded in financial records in a general ledger account entitled "Expenses - Exercise Room".

4. [redacted] was requested to establish the two new accounts in the records of the 25th Hour Recreation Association and to begin verifying and recording receipts from the Exercise Room effective 2 September 1964.

Member, Policy and Planning Staff
Office of Finance

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