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UNITED STATES GENERAL ACCOUNTING OFFICE
REGIONAL OFFICE
ROOM 403, U.S. CUSTOMHOUSE, 610 SOUTH CANAL STREET
CHICAGO, ILLINOIS 60607

JAN 23 1971

Mr. Burton C. Klietz
Finance Officer
U. S. Department of Agriculture
Agricultural Research Service
Minneapolis Finance Office
123 East Grant Street, 2nd Floor Annex
Minneapolis, Minnesota 55403

Dear Mr. Klietz:

We have made a review for the settlement of accounts of the certifying officers at the Minneapolis Finance Office of the Finance Division of the Agricultural Research Service, for the period April 1, 1967, through July 31, 1970. The review was made pursuant to the Budget and Accounting Act, 1921 (31 U.S.C. 53) and the Accounting and Auditing Act of 1950 (31 U.S.C. 67).

The review was completed in October 1970 and was directed primarily towards the settlement of the certifying officers' accounts, and included an examination of disbursements of funds and related administrative procedures and controls. We did not examine program type activities nor did we review payroll operations.

We found that generally, administrative procedures and controls were effective and that generally, the financial transactions reviewed were processed in a satisfactory manner. However, the following items were discussed with you and your staff and corrective action was taken or promised. We found there is a need for:

- better documentation for more effective control over partial payments on contracts.
- limiting the number of travel vouchers an individual may submit in any one month.
- review of travel advances to reduce those excess to needs.

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A copy of this letter is being furnished to the Administrator, Agricultural Research Service, and the Inspector General, Department of Agriculture.

We wish to acknowledge the cooperation given our representatives during the review and would appreciate being advised of the final action taken on these matters.

Sincerely yours,

M. R. Wolfson

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Regional Manager