



089313

Rec. 9/2/83
RAR

UNITED STATES GENERAL ACCOUNTING OFFICE
REGIONAL OFFICE
ROOM 204, 161 PEACHTREE STREET, N.E.
ATLANTA, GEORGIA 30303

FOD-HCB

APR 5 1971

Mr. Edward H. Baxter
Regional Administrator
Department of Housing and Urban Development
Room 645, 50 Seventh Street, N. E.
Atlanta, Georgia 30323



Dear Mr. Baxter:

We have made a review for the settlement of accounts of Region III accountable officers, Department of Housing and Urban Development, Atlanta, Georgia. Our review, completed in March 1971, 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).

Our review included an examination of administrative procedures and controls relating to the disbursement and receipt of funds and such tests of individual financial transactions through June 30, 1970, as we deemed appropriate. We also reviewed the Office of Audit's report and the related working papers for its audit of unliquidated obligations at June 30, 1970. We did not examine program-type activities.

We found that, with the exception of some weaknesses in personnel and timekeeping functions; travel administration and verification of travel claims, the procedures and controls were generally satisfactory. We discussed the weaknesses in detail with representatives of your office and corrective action has been taken or promised.

We wish to acknowledge the courtesies and cooperation given our representatives during the review.

Very truly yours,

R. J. Madison
Regional Manager

089313

914419