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Office Memorandum • UNITED STATES GOVERNMENT

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TO :

DATE: 20 March 1952

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FROM : Chief, Finance Division

SUBJECT: Report of Proposed Monthly Financial Statements and Specific Action Initiated and Planned in Connection with the Follow-Up of Advances

1. In order to eliminate a substantial amount of work, including retyping of the monthly report, it is requested that you prepare a memorandum to the Comptroller outlining the proposed change in reporting procedure which we have discussed. Basically the changes are:

a. to issue the financial statement and expense detail as printed by IBM as soon after the close of the accounting period as possible, probably within the first ten days of the succeeding month. This report will contain identification of codes in order that it can be interpreted by the Budget Analyst.

b. Upon receipt of obligation data from the operating offices concerned, a second IBM report will be issued which in effect will be an extension of the expense detail schedules shown in the original report.

2. In connection with the action which has been taken toward analysis and follow-up of advances, it is requested that a memorandum describing such action be prepared for the Comptroller. This memorandum should include:

- a. establishment of an Accounts Receivable Unit
- b. detail of employees to the analysis and follow-up of advances
- c. extent of the analysis
- d. probable time required to complete the analysis
- e. estimated requirements for continuing follow-up.

Document No. 2
No Change In Class. <input type="checkbox"/>
<input checked="" type="checkbox"/> Declassified
Class. Changed To: TS S S
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Chief, Finance Division

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