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28 NOV 1958

MEMORANDUM FOR: Chief, Audit Staff

SUBJECT : Report of Audit - 1 July 1956 -
31 December 1957 - [REDACTED]

25X1A

REFERENCE : Memorandum for Special Support Assistant
to the Deputy Director (Support) and
Comptroller dated 19 May 1958, subject
as above.

1. The following action has been taken in accordance
with the requests contained in paragraphs 11(e), (f), and (g)
of reference memorandum.

(a) The secretary-bookkeeper has been instructed in
procedures to handle the petty cash fund. The
shortage reported in the report of audit was re-
viewed and it was recommended that the amount of
the shortage be paid into the fund [REDACTED]

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[REDACTED] This action was com-
pleted on 24 July 1958 when the amount of the
shortage was paid [REDACTED] (paragraph 11(e)).

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(b) The secretary-bookkeeper has been instructed in
procedures to handle the advances to employees.
The subsidiary employee advance accounts were bal-
anced with the general ledger control account at
31 October 1958 (paragraph 11(f)).

(c) The necessary adjustments to correctly reflect the
depreciation on engines which were removed because
of failure or replacement have been made in the
books of account. The secretary-bookkeeper has been
instructed in procedures to handle these matters
in any future cases (paragraph 11(g)).

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Acting Comptroller

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1 - Chief, Finance Div. 1- Chief, Commercial Staff

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