

6 MAY 1959

MEMORANDUM FOR: Chief, Technical Accounting Staff
Chief, Financial Analysis Staff
Chief, Machine Records Division
Chief, Finance Division
Chief, Budget Division
Chief, Fiscal Division

SUBJECT : Modification of MRD Procedures

REFERENCE : Memorandum to Deputy Comptroller from
Chief, TAS, dated 29 April 1959.

1. I concur in the modification of MRD procedures as proposed in the reference, a copy of which is attached. My only reservation is whether the list of expenditures, arranged by cost center account number and obligation reference number, should be prepared as the first or as the last of the several MRD operations performed in producing the unvouchered funds monthly financial report. I desire your comments on this point by 3 May 1959.

2. In this connection, I understand that if the list is prepared as the first operation, the monthly financial report will be delayed one day but the allottees will receive the list early enough in the month to complete their work and advise the Finance Division of any corrections or adjustments to be made and that the corrections and adjustments can be made before a similar list is prepared the next month. On the other hand, if the list is prepared as the last operation, the corrections and adjustments may not be received by the Finance Division in time for them to be recorded before a similar list is prepared the next month.

3. I also understand that the list of expenditures and the list of issues will each reflect, in addition to the current month's activity, the accumulated expenditures and accumulated issues, respectively, by cost center account number.


Deputy Comptroller

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ATTACHMENT:

