

21, 213

FBIS-1437/87

MEMORANDUM FOR: Director of Finance

FROM:

[Redacted]

25X1

Acting Director, Foreign Broadcast Information Service

SUBJECT:

Report of Cash Overage [Redacted]

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1. This memorandum reports an unaccountable excess of official funds in the amount of \$5.71 in accordance with the provisions of HHB 30-1 (77)a. The following applicable items are keyed to the requirements of HHB 30-1 77 [Redacted]:

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(1) \$5.71

(2) 14 April 1987

(3) [Redacted] FBIS Staff Clerical

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(10) Following discovery of the unaccountable excess, a complete reconciliation of the imprest fund was conducted by C/B&F/FBIS. Independent cash counts and a review of the applicable disbursement vouchers were conducted. These reviews failed to identify the discrepancy. Therefore, it is believed the discrepancy resulted from a disbursing error.

(11) At my direction, C/B&F/FBIS reviewed all applicable procedures for handling official funds with the cash custodian. [Redacted]

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2. A copy of the voucher transferring the unaccountable excess is attached. [Redacted]

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[Redacted]

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Attachment

[Redacted]

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SUBJECT: Report of Cash Overage



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FBIS/ADMIN  (23Apr87)

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Distribution:

- Orig - Addressee
- 1 - D/FBIS Chrono
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