



COMPTROLLER GENERAL OF THE UNITED STATES  
WASHINGTON D.C. 20548

126662

B-114864

APRIL 10, 1985

The Honorable Benjamin J. Guthrie  
Clerk of the House of Representatives

Dear Mr. Guthrie:

Subject: Examination of Statement of Accountability for  
Appropriations and Other Funds, Finance Office,  
House of Representatives, for the Year Ended  
September 30, 1984 (GAO/AFMD-85-41)

Pursuant to your September 5, 1984, request, we have examined the Statement of Accountability for Appropriations and Other Funds of the Finance Office, House of Representatives, for the year ended September 30, 1984. Our examination was made in accordance with generally accepted government auditing standards and, accordingly, included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

In our opinion, the enclosed Statement of Accountability for Appropriations and Other Funds and supporting schedules present fairly (1) the accountability of the Clerk of the House for appropriated and other funds at September 30, 1984, and (2) the status of individual appropriations and other funds as of that date, in conformity with the accounting policies described in note 1 to the statement and schedules on a basis consistent with that of the preceding year.

Enclosure I contains our report on internal accounting controls and compliance with laws and regulations. Enclosures II through VII present the Finance Office's statement of accountability, supporting schedules, and accompanying notes for fiscal year 1984.

We are sending copies of this report to the Chairman of the Committee on House Administration.

Sincerely yours,

*for Henry Eschwege*  
Comptroller General  
of the United States



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Enclosures

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REPORT ON INTERNAL ACCOUNTING CONTROLS  
AND COMPLIANCE WITH LAWS AND REGULATIONS

We have examined the statement of the Finance Office, House of Representatives, for the year ended September 30, 1984. Our examination was made in accordance with generally accepted government auditing standards and, accordingly, included such tests of the accounting records and such other auditing procedures, including tests of compliance with laws and regulations, as we considered necessary in the circumstances.

As part of our examination, we made a study and evaluation of the Finance Office's system of internal accounting control to the extent we considered necessary to evaluate the system as required by generally accepted government auditing standards. The purpose of our study and evaluation was to determine the nature, timing, and extent of the auditing procedures necessary for expressing an opinion on the Finance Office's statement. Our study and evaluation was more limited than would be necessary to express an opinion on the system of internal accounting control taken as a whole or on any of the categories of controls identified below.

For the purpose of this report, we have classified the significant internal accounting controls in the following categories:

- payroll,
- official mail costs,
- expenses of special and select committees, and
- expenditures from the allowances and expenses appropriation.

Our study included all of the control categories listed above.

The management of the Finance Office is responsible for establishing and maintaining a system of internal accounting control. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of control procedures. The objectives of a system are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of statements in accordance with the financial accounting policies described in note 1 to the statements.

Because of inherent limitations in any system of internal accounting control, errors or irregularities may nevertheless occur and not be detected. Also, projection of any evaluation of the system to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the degree of compliance with the procedures may deteriorate.

Our study and evaluation made for the limited purpose described in the second paragraph would not necessarily disclose all material weaknesses in the system. Accordingly, we do not express an opinion on the system of internal accounting control of the Finance Office taken as a whole or on any of the categories of controls identified in the third paragraph. However, our study and evaluation disclosed no condition that we believed to be a material weakness.

As part of our examination we also tested the Finance Office's compliance with applicable laws and regulations. In our opinion, the Finance Office complied with the terms and provisions of laws and regulations for the transactions tested that could have materially affected its financial statements. Nothing came to our attention, in connection with our examination, that caused us to believe that the Finance Office was not in compliance with the terms and provisions of laws and regulations for those transactions not tested.

THE FINANCE OFFICE  
HOUSE OF REPRESENTATIVES  
STATEMENT OF ACCOUNTABILITY  
FOR APPROPRIATIONS AND OTHER FUNDS  
FISCAL YEAR ENDED SEPTEMBER 30, 1984 (note 1)

UNEXPENDED BALANCE, SEPTEMBER 30, 1983		\$140,389,358.09
APPROPRIATIONS AND RECEIPTS:		
Current appropriations	\$509,751,500.00	
Revolving fund and suspense account receipts:		
House Stationery Revolving Fund	\$ 2,290,045.96	
House Restaurant Revolving Fund	8,029,853.36	
House Recording Studio Revolving Fund	330,880.81	
House Beauty Shop Revolving Fund	296,503.86	
House Barber Shop Revolving Fund	65,541.69	
Attending Physician Revolving Fund	40,929.22	
Page Revolving Fund	256,570.00	
Suspense Account	9,358.38	
House Records and Registration Suspense Account "B"	9,869.97	
Broadcasting of Floor Proceedings Suspense Account "D"	16,116.60	
State withholding taxes	<u>12,437,246.86</u>	23,782,916.71
Gifts to the United States for reduction of the public debt, Bureau of Government Financial Operations		9,537.46
Receipts to be deposited in the general fund of the Treasury		<u>348,918.46</u>
		<u>533,892,872.63</u>
Total funds available		674,282,230.72
EXPENDITURES AND TRANSFERS:		
Disbursements for salaries and other expenses less refunds and canceled checks		545,605,914.94
Transfers:		
Lapsed appropriations transferred to the general fund of the Treasury	6,739,305.34	
Gifts to the United States for reduc- tion of the public debt, Bureau of Government Financial Operations	9,537.46	
Deposited in the general fund of the Treasury	<u>348,918.46</u>	<u>7,097,761.26</u>
		<u>552,703,676.20</u>
UNEXPENDED BALANCE, SEPTEMBER 30, 1984		<u><u>\$121,578,554.52</u></u>

The accompanying notes are an integral part of this statement.

THE FINANCE OFFICE  
HOUSE OF REPRESENTATIVES  
SCHEDULE OF APPROPRIATIONS AND OTHER FUNDS  
FISCAL YEAR ENDED SEPTEMBER 30, 1984 (note 1)

<u>Account</u>	<u>Fiscal year</u>	<u>Funds available</u>	<u>Net disbursements</u>	<u>Transfers</u>	<u>Unexpended balance September 30, 1984</u>
House leadership offices	1982	\$ 313,759.44	\$ -	\$ 313,759.44	-
do.	1983	304,388.48	5,485.67	-	\$ 298,902.81
do.	1984	3,215,000.00	2,817,763.61	-	397,236.39
Salaries, officers, and employees	1982	426,828.50	(118.97)	426,947.47	-
do.	1983	1,850,854.75	43,393.95	994,778.00	812,682.80
do.	1984	46,079,000.00	45,193,376.22	23,474.06	862,149.72
Clerk hire, Members, Delegates, and Resident Commissioner	1982	18,643.63	1,129.43	17,514.20	-
do.	1983	361,397.99	(14,926.07)	374,289.00	2,035.06
do.	1984	162,189,000.00	159,967,892.39	1,658,000.00	563,107.61
Committee employees	1982	777.54	-	777.54	-
do.	1983	58,878.78	-	58,877.00	1.78
do.	1984	36,178,000.00	37,835,332.46	(1,658,000.00)	667.54
Committee on Appropriations	1982	340,055.54	5.00	340,050.54	-
do.	1983	523,674.01	419,168.00	-	104,506.01
do.	1984	4,075,000.00	2,835,040.24	122,320.25	1,117,639.51
Committee on the Budget	1982	7,052.23	-	7,052.23	-
do.	1983	47,294.69	10,586.80	(453.00)	37,160.89
do.	1984	299,000.00	86,353.85	170,245.56	42,400.59
Office of the Legislative Counsel	1982	540,753.52	-	540,753.52	-
Law Revision Counsel	1982	20,242.92	-	20,242.92	-
Attending Physician	1982	645.32	-	645.32	-
do.	1983	4,804.31	4,571.96	-	232.35
do.	1984	731,000.00	289,405.61	-	441,594.39
Special and select committees	1982	998,395.50	98,935.94	899,459.56	-
do.	1983	1,649,821.20	735,612.83	617,188.46	297,019.91
do.	1984	45,400,000.00	39,608,742.90	3,269,885.34	2,521,371.76
Preparation of New Edition of U.S. Code	NO YEAR	80,913.65	-	-	80,913.65
Allowances and expenses	1982	4,139,019.71	535,574.64	3,603,445.07	-
do.	1983	8,371,970.07	10,389,674.88	(2,045,431.25)	27,726.44
do.	1984	122,002,000.00	101,433,004.73	625,978.30	19,943,016.97
Joint Committee on Taxation	1982	546,089.59	-	546,089.59	-
do.	1983	477,563.86	20,012.13	-	457,551.73
do.	1984	3,483,000.00	3,003,009.23	81,564.04	398,426.73

Account	Fiscal year	Funds available	Net disbursements	Transfers	Unexpended balance September 30, 1984
Capitol Police Board	1982	\$ .75	\$	\$ .75	\$ -
do.	1983	37,423.85	37,423.85	-	-
do.	1984	213,000.00	186,466.55	-	26,533.45
General Expenses-Capitol Police	1982	73,815.07	70,346.40	3,468.67	-
do.	1983	181,905.19	175,290.04	-	6,615.15
do.	1984	1,737,000.00	1,006,064.17	-	730,935.83
Statement of Appropriations	1982	6,500.00	-	6,500.00	-
do.	1983	6,500.00	-	-	6,500.00
do.	1984	6,500.00	-	-	6,500.00
Education of pages	1982	11,000.00	-	11,000.00	-
do.	1983	26,065.00	(3,671.00)	-	29,736.00
Official mail costs	1982 & 1983	8,499,349.49	8,499,349.49	-	-
do.	1983 & 1984	117,277,000.00	102,645,776.71	-	14,631,223.29
do.	1984 & 1985	73,944,000.00	-	-	73,944,000.00
House Stationery Revolving Fund	NO YEAR	3,765,766.79	6,421,261.22	(4,306,489.76)	1,650,995.33
House Restaurant Revolving Fund	NO YEAR	9,187,780.40	8,049,876.89	11,235.97	1,126,667.54
House Recording Studio Revolving Fund	NO YEAR	759,544.46	147,843.47	4,057.06	607,643.93
House Beauty Shop Revolving Fund	NO YEAR	370,228.25	313,204.46	79.49	56,944.30
House Barber Shop Revolving Fund	NO YEAR	79,679.73	68,200.20	-	11,479.53
Attending Physician Revolving Fund	NO YEAR	42,623.19	40,537.48	-	2,085.71
Page Revolving Fund	NO YEAR	316,315.76	181,847.24	-	134,468.52
Suspense Account	NO YEAR	22,205.17	5,899.20	-	16,305.97
House Records and Registration-Suspense Account "B"	NO YEAR	97,705.88	1.40	-	97,704.48
Broadcasting of Floor Proceedings-Suspense Account "D"	NO YEAR	88,518.32	2,474.60	-	86,043.72
State withholding taxes Suspense account	NO YEAR	12,438,522.27	12,438,695.14	-	(172.87)
Gifts to the United States for reduction of the public debt-Bureau of Government Financial Operations	NO YEAR	9,537.46	-	9,537.46	-
General Fund Receipts	NO YEAR	348,918.46	-	348,918.46	-
Total		<u>\$674,282,230.72</u>	<u>\$545,605,914.94</u>	<u>\$ 7,097,761.26</u>	<u>\$121,578,554.54</u>

The accompanying notes are an integral part of this schedule.

THE FINANCE OFFICE  
HOUSE OF REPRESENTATIVES  
SCHEDULE OF APPROPRIATIONS AND DISBURSEMENTS  
OF THE HOUSE-ALLOWANCES AND EXPENSES  
FISCAL YEAR 1982 APPROPRIATIONS (note 1)

	<u>October 1, 1981 to</u> <u>September 30, 1983</u>	<u>Fiscal year ended</u> <u>September 30, 1984</u>	<u>Total</u>
<b>FUNDS AVAILABLE:</b>			
Appropriations (note 2)	\$91,982,000.00	-	\$91,982,000.00
Net transfers to Stationery Revolving Fund	(2,427,484.79)	\$ 1,598.52	(2,425,886.27)
Net transfers of equipment lease	<u>1,607.23</u>	<u>595.00</u>	<u>2,202.23</u>
Total	<u>89,556,122.44</u>	<u>2,193.52</u>	<u>89,558,315.96</u>
<b>FUNDS DISBURSED:</b>			
Supplies, materials, and administrative costs	8,985,569.66	503,119.52	9,488,689.18
Official expenses of Members	56,434,828.59	32,455.12	56,467,283.71
Miscellaneous items	266,241.22	-	266,241.22
Government contributions for employee benefits	15,697,701.54	-	15,697,701.54
Reemployed annuitants reim- bursement	1,881,172.06	-	1,881,172.06
Stenographic reporting	525,945.54	-	525,945.54
Furniture and furnishings	1,625,649.12	-	1,625,649.12
Overages and shortages	<u>(5.00)</u>	<u>-</u>	<u>(5.00)</u>
Total	<u>\$85,417,102.73</u>	<u>\$ 535,574.64</u>	<u>\$85,952,677.37</u>
Surplus to U.S. Treasury (note 3)			<u>3,605,638.59</u>
Unexpended balance, Septem- ber 30, 1984			<u>\$ -</u>

The accompanying notes are an integral part of this schedule.

THE FINANCE OFFICEHOUSE OF REPRESENTATIVESSCHEDULE OF APPROPRIATIONS AND DISBURSEMENTSOF THE HOUSE-ALLOWANCES AND EXPENSESFISCAL YEAR 1983 APPROPRIATIONS (note 1)

	<u>Fiscal year ended</u> <u>September 30, 1983</u>	<u>Fiscal year ended</u> <u>September 30, 1984</u>	<u>Total</u>
FUNDS AVAILABLE:			
Appropriations (note 4)	\$90,471,000.00	\$2,027,944.00	\$92,498,944.00
Net transfers to Stationery Revolving Fund	(3,909,490.98)	742.54	(3,908,748.44)
Net transfers of equipment lease	<u>3,122,300.73</u>	<u>16,744.71</u>	<u>3,139,045.44</u>
Total	<u>89,683,809.75</u>	<u>2,045,431.25</u>	<u>91,729,241.00</u>
FUNDS DISBURSED:			
Supplies, materials, and administrative costs	14,958,396.25	5,579,586.60	20,537,982.85
Official expenses of Members	43,013,348.49	4,560,641.11	47,573,989.60
Miscellaneous items	424,982.00	49,411.51	474,393.51
Government contributions for employee benefits	19,816,997.12	4.47	19,817,001.59
Reemployed annuitants reim- bursement	1,634,019.56	-	1,634,019.56
Stenographic reporting	398,454.54	33,591.29	432,045.83
Furniture & furnishings	1,065,621.90	166,439.90	1,232,061.80
Overages and shortages	<u>19.82</u>	<u>-</u>	<u>19.82</u>
Total	<u>\$81,311,839.68</u>	<u>\$10,389,674.88</u>	<u>91,701,514.56</u>
Unexpended balance, September 30, 1984			<u>\$ 27,726.44</u>

The accompanying notes are an integral part of this schedule.

THE FINANCE OFFICE  
HOUSE OF REPRESENTATIVES  
SCHEDULE OF APPROPRIATIONS AND DISBURSEMENTS  
OF THE HOUSE-ALLOWANCES AND EXPENSES  
FISCAL YEAR 1984 APPROPRIATIONS (note 1)

	Fiscal year ended <u>September 30, 1984</u>
FUNDS AVAILABLE:	
Appropriations (note 5)	\$122,002,000.00
Net transfers to Stationery Revolving Fund	(4,113,377.63)
Net transfers of equipment lease	<u>3,487,399.33</u>
Total	<u>121,376,021.70</u>
FUNDS DISBURSED:	
Supplies, materials, and administrative costs	17,553,355.62
Official expenses of Members	50,695,285.92
Miscellaneous items	688,873.59
Government contributions for employee benefits	30,329,785.05
Reemployed annuitants reimbursement	1,136,455.96
Stenographic reporting	421,628.66
Furniture and furnishings	<u>607,619.93</u>
Total	<u>101,433,004.73</u>
Unexpended balance, September 30, 1984	<u><u>\$ 19,943,016.97</u></u>

The accompanying notes are an integral part of this schedule.

THE FINANCE OFFICE  
HOUSE OF REPRESENTATIVES  
NOTES TO STATEMENT AND SCHEDULES  
FISCAL YEAR 1984

Note 1. Significant Accounting Policies

- The Clerk, as principal fiscal officer of the House, collects receipts and disburses funds appropriated for all expenses of the House except salaries and mileage to and from each session of Congress, for Members, Delegates, and the Resident Commissioner. Salary and mileage payments are made by the Sergeant at Arms. The House Finance Office maintains the accounting records and makes the necessary financial transactions for the Clerk. The Statement of Accountability for Appropriations and Other Funds presents a summary of the financial transactions administered by the Clerk of the House of Representatives.
- Appropriated fund and revolving fund accounts are maintained on a cash basis.
- Receipts are deposited daily through accounts with the U.S. Treasury.
- Unexpended balances of appropriations are withdrawn at the end of the second fiscal year following the year for which appropriated. In accordance with 2 U.S.C. 102a, unpaid obligations chargeable to appropriations so withdrawn are paid from any appropriations for the same general purpose which are available for disbursement.

Note 2. Funding of Allowances and Expenses for Fiscal Year 1982

Appropriations of \$91,982,000 consist of \$78,856,000 appropriated under Public Law 97-51, October 1, 1981; \$7,266,000 appropriated under Public Law 97-257, September 10, 1982; and \$5,860,000 transferred, with approval, from other appropriations, October 25, 1982.

Note 3. Lapsed Appropriations

Unexpended balances of fiscal year 1982 appropriations in the amount of \$3,605,638.59 were transferred by Surplus Warrant #1223-00-13-9 effective September 30, 1984.

Note 4. Funding of Allowances and Expenses for Fiscal Year 1983

The \$92,498,944 appropriation consists of \$81,866,000 appropriated under Public Law 97-276, October 1, 1982; \$9,306,000 appropriated under Public Law 98-63, July 30, 1983; \$701,000 transferred, with approval, to other appropriations pursuant to Public Law 97-276, dated October 5, 1983, effective September 30, 1983; and \$2,027,944 transferred, with approval, from other appropriations, February 23, 1984.

Note 5. Funding of Allowances and Expenses for Fiscal Year 1984

The \$122,002,000 appropriation consists of \$103,242,000 appropriated under Public Law 98-51, dated July 14, 1983, effective October 1, 1983; and \$18,760,000 appropriated under Public Law 98-396, August 22, 1984.