



UNITED STATES GENERAL ACCOUNTING OFFICE
WASHINGTON, D.C. 20548

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ACCOUNTING AND FINANCIAL
MANAGEMENT DIVISION

B-114864

June 7, 1982

The Honorable Edmund L. Henshaw, Jr.
Clerk of the House of Representatives

Dear Mr. Henshaw:

Subject: Verification of the Cash Accountability of the
Clerk of the House of Representatives at March 31,
1982 (GAO/AFMD-82-80)

Pursuant to your March 24, 1982, request, we verified the cash accountability at the House Finance Office. We counted the cash on hand as of the close of business March 31, 1982, confirmed the advances outstanding at that date, and compared the results with the certificates of deposit prepared for amounts to be remitted to the U.S. Treasury and the general ledger control accounts.

The incumbent officer's accountability reported to the U.S. Treasury at March 31, 1982, was \$264,874.09. A comparison of the reported accountability and the amounts verified follows:

| | <u>Reported</u> | <u>Verified</u> | <u>Difference</u> |
|---------------------------|---------------------|---------------------|-------------------|
| Cash on hand | \$ 23,492.00 | \$ 25,375.20 | \$1,883.20 |
| Undeposited collection | 205,297.12 | 205,297.12 | - |
| Unconfirmed deposits | 30,859.97 | 30,859.97 | - |
| Cash advances | 4,800.00 | 4,375.00 | (425.00) |
| Deposit, Eastern Airlines | <u>425.00</u> | <u>425.00</u> | <u>-</u> |
| Total | <u>\$264,874.09</u> | <u>\$266,332.29</u> | <u>\$1,458.20</u> |

The net overage of \$1,458.20 resulted from various factors. First, over the years several advances to the House Restaurant Revolving Fund amounting to \$2,275 were erroneously charged against the Revolving Fund account. A partial adjustment of \$425 was made in March 1982 leaving a net adjustment to be made at March 31, 1982, of \$1,850. A similar error occurred regarding an advance of \$100 to the House Beauty Shop Revolving Fund. This also needed to be adjusted at March 31, 1982.



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Second, our verification of advances to committees and offices of the House disclosed that one committee had \$50 more than recorded by the Finance Office, and two committees and one office had a total of \$125 less than recorded by the Finance Office. Also, we were unable to locate advances totaling \$450 which had been made to five committees no longer in existence.

The remaining overage of \$33.20 represented funds on hand at the Finance Office but not recorded as an advance to that office.

We discussed these differences with the chief of the Finance Office and reached agreement on the correcting entries and adjustments to bring the accounts into proper balance, including restoration of the missing \$450 through the contingent fund of the House. We also agreed on adding procedures to improve the controls over advances.

We appreciate the cooperation of the House Finance Office staff during this review. Our staff will be pleased to meet with you if you wish to discuss the results of our review in greater detail.

Sincerely yours,



W. D. Campbell
Acting Director