REPORT BY THE Comptroller General OF THE UNITED STATES

Audit Of The House Of Representatives Restaurant Revolving Fund October 9, 1977, To October 7, 1978



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GGD-79-32 APRIL 19, 1979



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B-114891

The Honorable Frank Thompson, Jr., Chairman Committee on House Administration House of Representatives HSE 01700

Dear Mr. Chairman:

We audited the House of Representatives Restaurant Revolving Fund for the period October 9, 1977, to October 7, 1978, pursuant to the standing request of your Committee.

GENERAL COMMENTS

House Resolution 317, 92d Congress (sec. 2 of which was made permanent by Public Law 92-51, approved July 9, 1971) assigned responsibility for operating the House Restaurant to the Committee on House Administration. The House Restaurant is operated primarily for Members and employees of the House.

As of October 7, 1978, House Restaurant facilities consisted of (1) two cafeterias, one each in the Longworth and Rayburn Buildings, (2) the congressional and Members' dining rooms in the House wing of the Capitol, (3) a catering service in the Rayburn Building, (4) a bakery in the Longworth Building, and (5) five carryouts, one each in the Longworth, Cannon, Rayburn, Capitol, and House Office Annex No. 2 Buildings. In addition to the food service facilities, there were five tobacco and candy stands, two in the Capitol Building and one each in the Longworth, Rayburn, and Annex No. 2 Buildings. During fiscal year 1978, the Restaurant served 2,935,688 customers--a 9 percent increase above 1977.

Sales revenues are deposited in the U.S. Treasury and credited to the House Restaurant Revolving Fund for use in operating the Restaurant. Funds appropriated to the Architect of the Capitol are used to purchase Restaurant equipment and to pay for either improvements or changes in the Restaurant's facilities. The cost of these items, however, is not recorded in the House Restaurant Revolving Fund accounts.

B-114891

SCOPE OF AUDIT

We made our audit in accordance with the Comptroller General's standards for auditing financial transactions, accounts, and reports of governmental activities. These standards include generally accepted auditing standards. We reviewed operations and applicable Federal laws, observed the physical count of stock on hand, examined selected financial transactions and records, confirmed Members' account balances, and carried out such other auditing procedures as we considered necessary in the circumstances.

RESULTS OF OPERATIONS

For the fiscal year ended October 7, 1978, the House Restaurant's net income was \$11,856. The net income for fiscal year ended October 8, 1977, was \$110,884.

Analysis of results for the 2 fiscal years showed that during 1978, net losses on food operations more than doubled--from about \$83,500 in 1977 to about \$180,500 in 1978. This change was due to higher food costs and increased labor and administrative costs relative to sales. For the same periods net income from tobacco stand sales decreased about \$9,600--from about \$184,400 in 1977 to about \$174,800 in 1978. This decrease was due to increased labor costs.

A condensed comparison of sales, commissions, and operating results for the various Restaurant activities during 1978 and 1977 follows.

	1	978	197	7
•	Sales	Operating	Sales	Operating
	and	income	and	income
	commis-	or .	commis-	or
· .	Sions	(loss)	Sions	(loss)
		(1033)	510115	(1055)
Food:				
Dining rooms:				
Congressional (note a)	\$ 480,581	\$(359,201) \$	366,867	\$(309,689)
Members	27,825	(46,432)	21,102	(37,115)
Cafeterias:	• •	(/	(-,,,
Longworth Building				
(note b)	989,460	13,943	924,142	17,444
Rayburn Building			781/414	**/111
(note c)	877,533	19,465	784,960	(11,685)
Carryout service:		207100	/04//00	(11)0001
Longworth Building	253,235	27,612	207,155	27,787
Cannon Building	292,407	43,840	264,089	39,238
Rayburn Building	235,292	31,823	205,005	34,353
Capitol Building	167,128	25,686	126,524	10,035
Annex No. 2 Building	243.091	(30,814)	159,085	
Catering service:	2437072	(201014)	139,003	(20,712)
Rayburn Building	434,669	100,656	135 377	167 400
Bakery (note d)			425,277	167,429
	12,923	(7,087)	3,770	(606)
Total	\$4,014,144	\$(<u>180,509</u>) \$	3,487,976	\$ (<u>83,521</u>)
Tobacco and candy stands:				
Congressional dining				•
room	62,110	17,886	57,978	18,075
Cafeterias:	~~/120	1,,000	311310	101013
Longsworth Building	374,799	84,228	388,230	94,240
Rayburn Building	193,760	49,984	205,898	
Carryout service:	1337/00	+37304	203,090	48,522
Capitol Building	26,194	5 5 6 4	10 004	
Annex No. 2 Building		5,564	19,984	5,447
ninex No. 2 Building	78,521	17,149	68,729	18,096
Total	\$ <u>735,384</u>	\$ <u>174,811</u> \$	740,819	\$ <u>184,380</u>
Vending machine commissions	17,554	17,554	13,813	13,813
Loss due to fire				3,788
Total	\$4,767,082	\$ <u>11,856</u> \$	4,242,608	\$ <u>110,884</u>

<u>a</u>/Includes catering sales of \$79,538 for fiscal year 1978 and \$60,655 for fiscal year 1977.

b/Includes catering sales of \$50,930 for fiscal year 1978 and \$58,913 for fiscal year 1977.

c/Includes sales of food to the Rayburn Catering Service of \$139,136 for fiscal year 1978 and \$108,495 for fiscal year 1977.

d/Sales of \$12,923 in fiscal year 1978 were made to the Senate Restaurants. Also sales of \$144,853 in fiscal year 1978 and \$135,551 in fiscal year 1977 were made to other House Restaurant facilities, and are included in their costs. A comparative statement of assets and liabilities of the House of Representatives Restaurant Revolving Fund on October 7, 1978, and October 8, 1977; a comparative statement of operations for the fiscal years ended in 1978 and 1977; and a comparative statement of changes in financial position for the fiscal years ended October 7, 1978, and October 8, 1977, are presented as schedules 1, 2, and 3. A comparison of sales and operating results, prepared by the House Restaurant accounting staff, for each of the units for fiscal year 1978 is presented as exhibit A.

INTERNAL CONTROL IMPROVEMENTS

As a result of recommendations in our fiscal year 1977 report, Restaurant management made several changes to improve the Restaurant's cash control procedures. These changes included (1) adopting a policy requiring cashiers to give customers cash register receipts, (2) making surprise cash counts at cashiers' stations during the year, (3) establishing procedures to reconcile each day's deposits with the Finance Office's cash receipt's records, (4) having the Finance Office record the date of receipt on daily deposit tickets, and (5) requiring the Rayburn catering office to make cash deposits daily.

Restaurant management also adopted our recommendation that it take periodic inventories of tableware and kitchenware. The Restaurant administrative officer told us that he was analyzing the results to adopt a more effective method to allocate tableware and kitchenware replacement expense.

The Restaurant administrative officer told us that he had discussed the size of the cashiers' change funds with the unit managers and that each manager believed that the change funds should not be reduced. He also told us that he was examining the propriety of continuing to use revolving fund cash to finance the change fund in the Finance Office.

STATUS OF ACCOUNTS RECEIVABLE

The accounts receivable balances at September 30, 1978, amounted to \$165,957, about 26.5 percent greater than the September 30, 1977, balances. At September 30, 1978, \$28,737, or 17.3 percent, was outstanding over 60 days, compared with \$28,318, or 21.7 percent, at September 30, 1977. A comparison of the accounts receivable between fiscal years 1978 and 1977 follows:

	September	30, 1978	September	30, 1977
Days outstanding	Amount	Percent	Amount	Percent
0 to 30	\$124,756	75.2	\$ 93,571	71.3
31 to 60	12,464	7.5	9,196	7.0
61 to 90	9,013	5.4	13,038	10.0
Over 90	19,724	11.9	15,355	11.7
Total	\$ <u>165,957</u>	100.0	\$ <u>131,160</u>	100.0

At January 3, 1979, 87.8 percent of the September 30, 1978, accounts receivable balance had been collected.

The Restaurant accounting office periodically prepares a list of outstanding accounts and submits the list to the Subcommittee on Services. During the year, the staff of the Subcommittee on Services mailed collection letters to customers whose accounts were delinquent 60 days and telephoned those who were delinquent 90 days to encourage payments.

OPINION ON FINANCIAL STATEMENTS

We prepared the accompanying financial statements (schs. 1, 2, and 3) from the accounting records maintained on an accrual basis by the Restaurant accounting office. The statements do not include the cost of equipment and furnishings acquired with funds appropriated to the Architect of the Capitol or the cost of certain benefits and services, such as space, building repairs and maintenance, utilities, garbage disposal, menus and forms printed by the Government Printing Office, and services of the staffs of the Committee on House Administration and its Subcommittee on Services, all of which are furnished to the Restaurant without charge.

In our opinion schedules 1, 2, and 3, which were prepared on a basis consistent with that of the preceding year and in accordance with the financial arrangements described above, present fairly the financial position of the House of Representatives Restaurant Revolving Fund at October 7, 1978, and October 8, 1977; the results of its operations; and the changes in its financial position for the fiscal years then ended.

Sincerely yours the

Comptroller General of the United States

HOUSE OF REPRESENTATIVES RESTAURANT REVOLVING FUND

COMPARATIVE STATEMENT OF ASSETS AND LIABILITIES

OCTOBER 7, 1978, AND OCTOBER 8, 1977

	October	7, 1978	October	8, 1977		
ASSETS						
CASH: Funds with U.S. Treasury Undeposited receipts (note a) Petty cash and change funds	\$263,547 19,753 19,850	\$303 150	\$307 485 13,841 19,750	\$341,076		
PREPAID EXPENSES Accounts receivable Inventory of food, beverages,		2,865 193,641		2,984 143,571		
MERCHANDISE, AND SUPPLIES, AT COST		144,443		127,530		
Total assets		\$644,099		\$615,161		
LIABILITIES AND EQUITY						
LIABILITIES: Amounts due vendors	\$203,059 7 4,25 5		\$199,038 65,484			
Net payroll and benefits Federal and state withholding taxes	13,795		10,764 78,517			
Employees' accrued leave Allowance for purchase of china, glassware, silverware,						
and kitchen utensils	(3,182)		11,886			
Total liabilities		\$ <u>382,771</u>		\$ <u>365,689</u>		
EQUITY: Contributed capital Operating funds:		5 0,000		50,000		
Balance at beginning of year	199,472		127 191			
Net income (sch. 2) (note b)	11,856	211,328	72,281	199,472		
Total equity		261,328		249,472		
Total liabilities and equity		\$ <u>644,099</u>		\$615,161		
GAO note: The accompanying notes o	n page 4 an	e an integ	al part of	this		

GAO note: The accompanying notes on page 4 are an integral part of this statement. Our opinion on this statement appears on page 5 of the letter.

HOUSE OF REPRESENTATIVES RESTAURANT REVOLVING FUND

COMPARATIVE STATEMENT OF OPERATIONS

FISCAL YEARS ENDED OCTOBER 7, 1978, AND OCTOBER 8, 1977

		ear ended 7, 1978 Percent	Fiscal yea October (8, 1977 Percent
	Amount	of sales	Amount	of sales
SALE OF FOOD:				
Regular services Catering (note c)	\$3,309,871 <u>704 273</u>	82.5 <u>17.5</u>	\$2,834,636 <u>653,340</u>	81.3 <u>18.7</u>
Total	4,014,144	100.0	3,487,976	100.0
Cost of food sold	1,644,476	41.0	1,420,816	40.7
GROSS PROFIT	2,369,668	59.0	2,067,160	59.3
OPERATING EXPENSES: (note	c)			
Salaries and wages			1 776 644	38.3
	1,552,468	38.7	1,335,544	
Overtime	105,033	2.6	72,832	2.1
Leave expense Employee meals	121,428	3.0	100,785	
Employee meals	75,771	1.9	58,860	1.7
Employee benefits	161,664	4.0	130,399	3.7
Administrative costs				
(note d)	142,864	3.6	112,559	3.2
Enundmu	64,621	1.6	44,497	1.3
Paper supplies	158,494	3.9	134,667	3.9
Clearing examples	48,029	1.2	35,875	1.0
Cleaning supplies			47,482	
Miscellaneous	51,443	1.3	4/,404	7.4
Replacement of china				
glassware, silverwar	е,	· -	77 101	n n
and kitchen utensils	68,362	1.1	77,181	4.4
Total	2,550 <u>,177</u>	63.5	2,150,681	61.7
LOSS ON FOOD OPERATIONS	180,509	4.5	83,521	2.4
TOBACCO AND CANDY STAND MERCHANDISE:				
Sales	735,384		740,819	100.0
Cost of sales	488,984	66.5	499,054	67.4
GROSS PROFIT	246,400	33.5	241,765	32.6
TOBACCO AND CANDY STAND				
LABOR AND BENEFITS (note	e) <u>71,589</u>	9.7	57,385	7.7
INCOME FROM TOBACCO AND				
CANDY OPERATIONS	174 811	23.8	184,380	24.9
CANDI OFERALIONS	1/4/011	23.0	1047,500	
VENDING MACHINE COMMISSION	17,554		13,813	
	11,856		114,672	
LOSS DUE TO FIRE	-		3,788	
NET INCOME FOR The fiscal year	\$ 11,856		\$ 110,884	

GAO note: The accompanying notes on page 4 are an integral part of this statement.

Our opinion on this statement appears on page 5 of the letter.

HOUSE OF REPRESENTATIVES RESTAURANT REVOLVING FUND

COMPARATIVE STATEMENT OF CHANGES IN FINANCIAL POSITION

FISCAL YEARS ENDED OCTOBER 7, 1978, AND OCTOBER 8, 1977

	OCTOBER 7, 1978	OCTOBER 8, 1977
FUNDS PROVIDED:		
Sales and commissions Increase in reserve for replacement of china,	\$4,767 082	\$5,206,373
glassware, and silverware	-	9,283
Decrease in working capital	3,212	
Total	\$ <u>4,770,294</u>	\$5,215,656
FUNDS APPLIED:		
Cost of merchandise sold	\$2,133,460	\$2,383,926
Salaries and wages	2,087,953	2,193,323
Other operating expenses	533,813	556,843
Decrease in reserve for replacement of china,		
glassware, and silverware	15,068	-
Increase in working capital		81,564
Total	\$4,770,294	\$5,215,656

ANALYSIS OF CHANGES IN WORKING CAPITAL

FISCAL YEARS ENDED OCTOBER 7, 1978, AND OCTOBER 8, 1977

	Incre (decr in working	
	October 7, 1978	October 8, 1977
WORKING CAPITAL CHANGES:		
Cash	\$(37 926)	\$122,061
Accounts receivable	50,069	(37,368)
Inventories	16,913	42,028
Prepaid expenses	(119)	(293)
Amounts due vendors	(4,021)	(32,251)
Payroll, benefits, and taxes		(4, 000)
payable	(11,802)	(4,890)
Employees' accrued leave	(16,326)	(7,723)
Increase or (decrease)		
in working capital	\$ (3,212)	\$ <u>81,564</u>
		-

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HOUSE OF REPRESENTATIVES RESTAURANT

REVOLVING FUND

NOTES TO FINANCIAL STATEMENTS

OCTOBER 7, 1978

- a/Receipts sent to the House Finance Office for deposit to the credit of the Revolving Fund.
- b/Net income for the period ended October 8, 1977, represents net loss of \$38,603 for the period July 4, 1976, through October 9 1976, and net income of \$110,884 for the period October 10, 1976, through October 8, 1977.
- c/Miscellaneous costs and service costs related to catered events held outside of normal operating hours are processed separately and are not included by the House Restaurant as sales or operating expenses.
- d/Administrative costs for the 12-month period ended October 7, 1978, consist of straight time (\$121,468), leave expense (\$9,558), employee meals (\$741), and employee benefits (\$11,097).
- e/Tobacco and candy stand-labor and benefits for the l2-month period ended October 7, 1978. consist of straight time (\$57,892), overtime (\$2,784), leave expense (\$3,732), employee meals (\$1,876) and employee benefits (\$5,305).

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STATEMENT OF OP	COMBINED OPERA		ONGRESSIONAL RES		A CONTRACTOR OF A CONTRACTOR A		CAPITOL CARET		BER 7, 1978	ETERIA	LONGWORTH CAR	IT-OUT	CANNON CARRY	-OUT	RAYBURN CAFE	TERIA	RAYBURN CARRY-OUT		RAYBURN CAT	ERING	ANNEX #2		BAKERY	
	AMOUNT	7. OF	AMOUNT	2 OF	AMOUNT	% OF	AMOUNT	% OF	AMOUNT	3. OF	ANDUNT	3. OF	AMOUNT	N OF	AMOUNI	% OF SALES	ANOUNT	% OF	AMOUNT	N OF SALES	AMOUNT	% OF	AMOUNT	% C SAL
FOOD		SALES									·													1
LES	3. 309,870.55	82.5	401,043.01	83.4	27,825.30	100.0	167,128.50	100.0	938,530.22	94.9	253.234.72	100.0	292,406.93	100.0	738,397.14	84.1	235,291.63	100,0			243,090.55	100.0	12,922.55	8
Food .	704,273.33	— I	79,538,23	16.6					50,929.52	5.1					139,136.15	15.9			434,669.43	100.0				Γ
Catering	4.		480,581,24		27,825.30	100.0	167 128 50	100.0	090 450 74	100.0	253 234 72	100.0	292,406.93	100.0			225 201 62	100.0			243,090.55	100.0	153 396 10	
TOTAL ST OF FOOD SOLD	014,143.88	100.0				<u>+- </u>					7,697.69		14,239.71											1
Transfers from Bakery	1.		12,573.28		1,397.05	1	8,613.91		44,412.02	· †		• •	· · · · · · · · · · · · · · · · · · ·		30,660.37				12,471.79				(144,852.63)	1
Parchased from Vendors	644,475.58	41.0	192,640.37	40,1	10,659.09	38,3	57,643.41	34.5	404,984.34	40.9	120,580.76	4/.0	118,194.87	40.4	337,653.87	38.5	100,617.76	42.8	86,178.66	19.8	121,181.87	49.9	94,140.58	59
iess inter-Unit Sales												•											(144,852.63)(9
TOTAL	644,475.38	41 <u>.0</u>	205,213.65	42.7	12,056.14	43.3	66,257.32	39.7	449,396.36	45.4	128,278.45	50.6	132,434.58	45.3	368, 314.24	42.0	108,288,98	46.1	98,650.45	22.7	126,297.46	42,0	94,140.58	5
GROSS PROFIT ON FOOD	2, 369,668.30	59.0	275,367.59	57.3	15,769.16	56.7	100,871.18	60.3	540,063.38	54.6	124,956.27	49.4	159,972.35	54.7	509,219.05	58.0	127,002,65	53.9	336,018.98	77.3	116,793.09	48.0	63,634.60	44
PERATING EXPENSES	1, 552,467.59	38.7	382,783.35	79.7	42,786.39	153.8	43,919.71	26.3	329,608.04	33.3	61,566,82	24.3	72,210,75	24.7	320,773.07	36.6	60,085,60	25.5	100,984.31	23.2	89,576.17	36,8	48,173.38	, <u>3</u> 0
	105,032.74	2.6	66,052.97	13.7	427.36	1.5	2,619.39	1.6	25,263.35	2.6	1,177.20	.5	504.72	.2	4,007.07	.5	1,624.52	.7	2,613.53	.6	625.65	.3	115.98	3
Overtime	358,863,41	8.9	93,551,85	19.5	11,221.72	40.3	10,359.50	6.2	70,252.34	7.1	13,607.26	5.4	16,933.39	5.8	74,887.56	8.5	12,012.31	5.1	22,128.04	5.1	20,949.57	8.6	12,959.87	
Employee Benchis	2, 016, 363, 74		542,388,17	112.9	54,435,47	195.6	56,898,60	34.1	425,123.73	43.0	76,351.28	30.2	89,648.86	30.7	399,667.70	45.6	73,722.43	31.3	125,725.88	28.9	111,152.39	45.7	61,249.23	3 1 3
TOTAL LABOR COSTS	142,864.40		26,652.15		3,156.05	11.3	6,572.21	3.9	32,404.85	3.3	6,883.30	2.7	8,169.03	2.8	24,026.62	2.7	6,532,46	2.8	16.831.81	3.9	7,441.22	3.1	4,194.66	5
Administrative Costs	· · · · ·		22.592.63		2,135.34		646.90	<u>†</u>	8,137.20		1,203,96	t.	1,045.85		8,471.22	1	1,772.95	.8	14,786.04	1	2,719.87		1,109.06	1
Laundry	64,621.02			+		1 1	9,780.91			+		1	14,827.63	5.1		1	10,819.95		24,151.18	1				
Paper Supplies	158,493.59		10,157.54		566.39			i –				<u>†</u>				+	····	4.6			18,303.43		2,839.81	
Cleaning Supplies	48,029.39	1.2	9,107.44	1.9	530.64	+	338.25	-2	14,837.35		307.37	1	1,037.50	.4		1.5	1,023.12	.4	4,782.39	+ -	2,574.50	1.0	246.29	4
Mexellaneous Expense	51,443.86	1.3	3,996.27	.8	1,237.90) 4.4	948.44	6	4,951.14	.5	1,329.27	.5	1,403.51	.5	3,288.22	.4	1,308.10	.6	29,686.51	6.8	2,611,26	1.1	683.24	4
Replacements	68,361.57	1.7	19,674.90	4.1	139.20	3 .5			14,963.10	1.5				-	10,939.99	1.2			19,439.33	4.5	2,805.16	1.2	399,81	4
(Liena, Glasswore, Selemoare & Robben Usensiis)	2,				62.201.1		75 185 31		526,120.09	53.7	97,343.79	1 19 4	116 132 39	10 0	489,753.71	55.8	95 179 01	40.5	235,363.14	54.3	147,607.83	60.7		Ĵ.
TOTAL OPERATING EXPENSES PROFIT OR ILOSSI ON	550,177.57				<u> </u>			1	f				-	1	1		1		1			1	70,722.10	
FOOD OPERATIONS	(180,509,27	1 (4.5	(359,201.51	1(74.7	(46,431,9	51166.7	25,685.87	15.2	13,943.29	1.4	27,612.48	11.0	43,839.97	14.8	19,465.34	2,2	31,823.04	13.4	100,655.84	23.1	(30,814.74)	(12,7)	(7,087.50	<u>019</u>
TOBACCO AND CANDY STANDS	735,384.02	100.0	62,109.50	100.0			26,193,58	100.0	374,799.08	100.0					193,760.31	100.0					78,521.45	100.0		
SALES	488,983.80		† .	+	<u> </u>		17.207.56	65.7	252,551.72	67.4				Ť	121,625.85	62.8	1	1	1	1	57,922.01	73.8		T
COST OF SALES		+		1	<u>+</u> .		8,986.12	1							72,134.46	37,2	t				20,599.44	1		t
GROSS PROFIT	246,400.2	+							1		<u> </u>	+	-	+	22,149.99	1	-	1		+				+
Labor Expense & Benchts PROFIT OR (LOSS) ON TOBACCO	71,589.20	9.7		-		<u> </u>	3,422.26	+	38,019.22	-		+		+	22,149.33	11.4		-		1	3,451,14	4.4		+
AND CANDY STANDS OPERATIONS	174,810.96	23,8	17,886.19	28.8	·		5,563.86	21.2	84,228.14	22.4			<u> </u>	-	49,984.47	25.8				+	17,148.30	21-8		+
PENDING MACHINES COMMISSIONS	17,554.3		ļ			_ ,				Ļ	ļ.	-	4,964.82			-	8,069.23	-		-	4,520.30	_		+
NET PROFIT OR (LOSS) ON OPERATION	s		(21) 215 2		(46,431.9	5	31,249,73		98,171.43		27,612.48	l	48.804.79		69,449,81		39,892.87		100,655.84		(9,146.14)		(7,087.50	01
· · · · · · · · · · · · · · · · · · ·	11,856.0	<u>' </u>	(341,315.3)	4	- · · -			-	1		239	1	248		239	+	240	<u>†</u>	1		249	1	(1,007.)	4
DAYS OF OPERATION	291	- 	216		169	-+	242		277	ł	239	+		+			240					ł		ł
NUMBER OF EMPLOYEES			1	1				1	1		1		1		1	i.					1			

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