MAR 15 1971

Mr. Floyd F. Terranova
Finance Officer
Finance Division, New Orleans Office
Agricultural Research Service
Post Office Box 53326
New Orleans, Louisiana 70150

Dear Mr. Terranova:

We have made a review for the settlement of the accounts of
the certifying officers of the Finance Division, Agricultural
Research Service, U. S. Department of Agriculture, New Orleans,
Louisiana. The review was made pursuant to the Budget and
Accounting Act, 1921 (31 U.S.C. 53) and the Accounting and
Auditing Act of 1950 (31 U.S.C. 67).

Our review, completed in February 1971, was directed prima-
rily toward the evaluation of administrative procedures and con-
trols over the disbursement of funds and included such tests of
financial transactions as we considered appropriate. In estab-
lishing the scope of our review, we considered the results of
the most recent audit by the Office of the Inspector General,
which was completed in April 1967. Our review did not include
program activities or payroll operations.

We found that controls over disbursements were generally
satisfactory. However, we found that there had been several
duplicate payments, all of which had been recovered. We deter-
mined that these resulted from isolated errors by various voucher
examiners and field personnel. You advised us that errors by
voucher examiners are called to their attention and that similar
action will be taken on any future errors by field personnel.
Please advise us as to the specific procedures to be used for
this purpose.

We wish to acknowledge the courtesies and cooperation given our representatives during the review.

Copies of this report are being furnished to the Administrator, Agricultural Research Service, and the Inspector General, Department of Agriculture. We anticipate no further reporting of the results of this review.

Sincerely yours,

W. H. Sheley, Jr.
Regional Manager