



U.S. AGENCY FOR
INTERNATIONAL
DEVELOPMENT

Financial Audits

March 16, 1999

MEMORANDUM FOR M/FM, Michael Smokovich

FROM: IG/A/FA, Bruce N. Crandlemire

SUBJECT: Audit of USAID/Washington Cashiering Operations,
Audit Report No. 0-000-99-004-F

This is our report on the subject audit. In preparing this report, we considered your comments on our draft audit report and have included these comments as Appendix II.

Overall, you agreed with our two audit recommendations, stating that the audit report has prompted you to look again at the need to maintain a full cashier operation at USAID Washington. However, we cannot fully accept your management decision to Recommendation No. 1 until you have established a plan of action to resolve the issues identified with this recommendation. Regarding your response to audit Recommendation No. 2, we accept your management decision to essentially close the USAID/Washington cashier operations.

Please advise this office of your management decision on Audit Recommendation No. 1 within 30 days of the date of this report. Please submit any further information concerning final management action on Audit Recommendation No. 2 to M/MPI/MIC for their consideration.

I appreciate the courtesies and cooperation extended to my staff during this audit.

Background

USAID/Washington conducts its cashiering operations from an enclosed area within the Bureau of Management's Office of Financial Management (M/FM) located within the Ronald Reagan Building. Cashier operations are handled by a designated cashier and supervised by the Chief of the Cash Management Payment (CMP) Division of M/FM.

The cashier's duties principally consist of: (1) maintaining an imprest fund in the amount of \$2,500; (2) making cash disbursements against properly authorized documents; (3) issuing traveler's checks; (4) accepting refunds and payments on behalf of USAID employees, contractors and grantees; and (5) depositing the funds collected into USAID/W's bank account.

USAID/Washington cashiering operations are subject to the policies, procedures, and authorities provided in; (1) the Manual of Procedures and Instructions for Cashiers, dated June 1993 (a supplement to the Treasury Financial Manual, Part 4, Chapter 3000) and (2) the USAID Handbook 19, Appendix 1B, Cash Management, and Chapter 13, Imprest Fund Cashiers.

In our prior reviews of cash operations in CMP, in January 1995 and January 1997,¹ we identified recurring problems related to internal control and operational weaknesses. The reported control weaknesses impacting the operations of the cash imprest fund included the following:

- excessive imprest fund balance,
- cash count reconciliation differences,
- cash advances more than Treasury regulations,
- commingling of cashier and sub-cashier funds,
- no segregation of duties between the cashier and the supervisor who both have access to cash,
- no written policies governing the imprest fund,
- disorganized records, and
- failing to make unannounced verifications of cash balances as required by Treasury regulations.

Results of Audit

The Office of Inspector General audited USAID/Washington's cashiering operations to answer the following objective:

Was the Cashier Operation in USAID/Washington performed in accordance with USAID and U.S. Treasury requirements?

The cashier operation in USAID/Washington was generally being performed in accordance with USAID and U.S. Treasury requirements. However, two major weaknesses were found: 1) records for checks received within USAID/Washington were

¹ OIG Survey on Internal Control Weaknesses Observed in the Administration of USAID/Washington's Imprest Fund.

inadequate and these checks were not being deposited on time and, 2) periodic cash counts were not performed as required. Appendix I contains a discussion of the scope and methodology for the audit.

USAID/Washington's manager of cashier operations, M/FM/CMP, took corrective action to address most of the internal control weaknesses noted in our prior reviews of the cashier operations, as highlighted in the Background above. Specifically, this audit determined that the imprest fund is now maintained at \$2,500, whereas it was previously fully funded at the authorized amount of \$70,000. According to the division chief, the amount authorized is being maintained at \$70,000 in case of national emergency, but the working level is being kept at \$2,500. Our surprise cash count did not disclose any reconciliation differences or instances of cash advances exceeding working level. Since the sub-cashier position was eliminated, there was no longer any possibility of the cashier and sub-cashier commingling funds. Finally, CMP has properly segregated the duties of the cashier and supervisor so that both individuals do not have access to both the cash on hand and bank records.

However, as discussed in the following sections, CMP does not maintain organized records regarding checks received nor does it have controls to ensure proper disposition of these checks. Also, CMP has not made sure that unannounced verifications of cash balances are done, as required by USAID policies and procedures and U.S. Treasury requirements.

Inadequate Controls Over Deposits

USAID/Washington cashier does not have internal controls which ensure that checks received are deposited on a timely basis and are processed in accordance with USAID and U.S. Treasury requirements. CMP does not require a register or log be maintained showing when checks are received, including who in CMP received the check, the check amount, source, purpose and when it was deposited into USAID's bank account. The current unwritten policy by the Chief of CMP requires that all checks received are to be only photocopied and date stamped prior to submission to the cashier. However, we found that many checks received by CMP were not processed in accordance with the unwritten policy.

USAID Handbook 19² procedures for frequency of deposits, as stated below, requires that all checks in amounts over \$1,000 are to be deposited within 24 hours of receipt:

Frequency of Deposits – The frequency of deposits will be determined by the daily dollar volume of funds received by a depositing office. The basic requirements governing the frequency of deposits are:

² USAID Handbook 19, Appendix 1B- Cash Management– Section B3.b.(3) Procedures for Frequency of Deposits is based on the Treasury Fiscal Requirements Manual, Volume I, Part 6, Chapter 8000. According to USAID's Automated Directive System, the requirements of the USAID Handbook for Financial Management, Cash Management are still in effect.

Receipts of \$1,000 or more will be deposited on a daily basis; and Receipts of less than \$1,000 may, at the discretion of the USAID, be accumulated and deposited when the total reaches \$1,000; however, deposits will be made no less frequently than weekly regardless of the amount accumulated. [Italics added.]

We tested the timeliness of check deposits in compliance with USAID policies and procedures and U.S. Treasury regulations. Testing included a review of: (a) 57 checks for which the amount was over \$1,000 and were received by CMP during the period of May 26, 1998 through October 20, 1998 and, (b) 97 Internal Revenue Service (IRS) tax refund checks for foreign students administered under the Participant Training Program.”

During the period of May 26, 1998 through October 20, 1998, CMP gathered in a folder 57 photocopied checks. Each of these checks was for an amount in excess of \$1,000. (See Appendices III and IV.) The total value of these 57 checks was about \$1.9 million. The records showed that these checks, and any related transmittal letters, were photocopied. The photocopies were then date stamped to show the date of receipt in CMP and were placed unbound in a folder. Based on the contents of this folder and discussions with CMP personnel, we determined that very few of these checks -only four- were deposited within 24 hours of receipt, as required.

For 29 of these 57 checks (total value of about \$1.5 million), we found that only four checks were deposited within the 24 hour criteria. The span of time these 29 checks were held ranged from 1 to 29 days and the average number of days held was eight.

For the remaining 28 checks received during this period (valued at about \$440,000), we were unable to determine the date of deposit for 24 checks and the date of receipt of four checks. (See Appendix IV) Thus, we could not determine the average number of days for which these other 28 checks remained undeposited. Although we requested CMP to provide the complete information on these 28 checks, it was able to provide evidence of the deposit for only four of these 28 checks.

The following case demonstrates the lack of control over accepting check payments and timely deposits. A grantee’s check in the amount of \$61,422, dated October 17, 1997 was not received in the cashier’s office until October 8, 1998 because the grantee apparently sent the check to another office within USAID/Washington. This check was deposited on October 19, 1998, over a year after it was prepared. Further, CMP's deposit did not take place until 11 days after it was received in CMP. We found this check in the cashier’s office during the surprise cash count, and asked when it would be deposited. We suggested that it be deposited immediately, because normally banks will not accept checks over one year old. Without our timely intervention, however, it is likely that this

⁴ The Participant Training Program receives general supervision from the Global Bureau’s Office of Human Capacity and Development, Office of Higher Education and Training Systems (G/HCD/HETS). G/HCD/HETS has been ensuring that foreign students in the participant training program were filing the IRS income tax returns as required by law. After a contractor providing this service went out of business, G/HCD/HETS has been submitting all recovered IRS tax refund checks to CMP.

check would have been deposited much later and possibly not accepted for deposit by the bank. We also noted that CMP did not initiate any follow-up action to determine why a check dated in October 1997 was received almost a year later.

Besides not depositing the checks valued at more than \$1,000 in a timely manner, as discussed above, we found more problems with undeposited checks being held by the cashier. CMP had not deposited another bundle of 97 checks received from the Internal Revenue Service valued at \$9,515 located in the cashier's office. These checks were received from the Global Bureau's Office of Human Capacity Development, Office of Higher Education and Training Systems (G/HCD/HETS) and ranged in value from \$2.26 to \$362.00. They were received by CMP from July 28, 1998 to November 4, 1998. These 97 checks are for tax refunds received by G/HCD/HETS from the IRS for those foreign students of USAID's Participant Training Program. According to CMP officials, U.S. Treasury regulations require that these tax refund checks be deposited/returned to the U.S. Treasury. As of the date of this audit report, these checks remain undeposited. Neither CMP nor G/HCD/HETS maintained a master listing the total universe of these tax refund checks. Without a master list, CMP will never know if it has received all the refund checks from G/HCD/HETS.

CMP needs to establish controls to ensure that all checks received are deposited in a timely basis, in accordance with USAID policies and procedures and U.S. Treasury requirements. These controls should include the maintenance of a register or log of when all checks are received, including who in CMP received the check, the check amount, source, purpose and when it was deposited. All checks received in CMP should be routed to only one assigned or alternate person who will record the receipt of the check in the register prior to routing to the cashier. This register should be reconciled periodically to the detailed bank deposits. Continuing the current process of photocopying and date stamping all checks and related transmittal letters will further document daily entries into this register. In addition, M/FM/CMP should prepare a detailed desk procedure to document this requirement.

Recommendation No. 1: We recommend that the Office of Financial Management, Bureau of Management, establish controls to ensure that all checks received are deposited on a timely basis in accordance with Agency policies and procedures and U S. Treasury requirements.

Required Unannounced Cash Verifications Not Performed

CMP was not conducting unannounced cash verifications to ensure the accuracy of the cashier's imprest funds or records in accordance with USAID policies and procedures and U.S. Treasury requirements. Consequently, CMP does not have assurance that the \$2,500

imprest fund is secure, that the funds are accounted for, and that the records are accurate. CMP indicated that this function was temporarily suspended and would be restarted once USAID's was resettled at the Ronald Reagan Building.

USAID policy and U.S. Treasury requirements requires different verifications at different intervals for good internal controls over cash. We found that CMP has conducted only two unannounced cash verifications during the last year, which occurred during September and February 1998.

The USAID Handbook 19–Financial Management; Chapter 1 3⁵–Imprest Fund Cashiers, 13H.2, requires that “*Unannounced cash verifications will be performed by FM/CAD at intervals not less frequent than once a quarter.*” [Italics added.]

The USAID/W Cashier Manual,⁶ dated December 1994, makes an exception to this guidance and further requires CMP to conduct “*Unannounced verification of the cash balance in all imprest fund shall made at least monthly, including verifications of funds held by subcashiers.*” [Italics added.]

Recommendation No. 2: We recommend that the Office of Financial Management, Bureau of Management, conduct unannounced cash verifications as required by Agency policies and procedures and U.S. Treasury requirements.

Management Comments and Our Evaluation

Overall, M/FM stated that it agreed with the audit recommendations. It also stated that the audit report had prompted them to look again at the need to maintain a full cashier operation at USAID Washington.

Concerning Recommendation No. 1, M/FM stated that it is exploring other alternatives for receiving check payments that will make the maintenance of a check register unnecessary. These alternatives include the use of a lock box, expanded use of wire transfers receipts or some combination thereof to eliminate or significantly reduce the number of checks received. Regarding participant training refund checks, M/FM stated

USAID Handbook 19– Chapter 13–Imprest Fund Cashier is based on the U.S. Treasury regulations prescribed in the Manual of Procedures and Instructions for Cashiers Operating Under Executive Order No. 6166 (Treasury Cashier Manual) and in the Treasury Fiscal Requirements Manual (TFRM), volume one, part four, chapter 3000. M/FM/s USAID/W Cashier Manual, dated December 1994, references Chapter 13 as still being enforced.

⁶ According to M/FM's USAID/W Cashier Manual, dated December 1994, USAID/W Cashier operations are administered in accordance with the policies, procedures and authorities of the; 1) Manual of Procedures and Instructions for Cashiers (a supplement to the Treasury Financial Manual, dated June 1993), and 2) USAID Handbook 19, Chapter 13 (Imprest Fund Cashier).

that FM would now return all tax refund checks to the IRS within 48 hours of receipt. M/FM stated that as part of their monthly surprise cash counts they would verify that check receipts are deposited in accordance with their established procedure.

Concerning Recommendation No. 2, M/FM stated that effective January 7, 1999, all cash held by the cashier will be deposited in USAID/W's bank account, except for the \$300 held in the Administrator's office. M/FM will initiate a same day transfer from its bank account if at any time cash is required. Although the cashier should not be holding any cash, M/FM stated that surprise cash counts would be conducted at least monthly including cash in the Administrator's office. The team conducting the cash count will issue a report each month. These proposed changes along with the recent transfer of the USAID/W cash advance function the USAID/W Travel Agent will eliminate the need for a full time cashier.

While M/FM agrees with the thrust of Recommendation No. 1, it has not established a plan of action to resolve the issues. As an interim step, it must create a register or log for control over these items, during the period it is looking into alternatives for processing receipts or amounts due USAID. We agree that better alternatives can be found and procedures will need to be developed. We also believe that M/FM needs to establish target dates for completing the study of alternatives and establishing these new procedures. Therefore, M/FM should provide us with its plan of action and a copy of the receipt register within 30 days of this report. Further, M/FM should report its final management actions to M/MPI/MIC.

Since M/FM agreed with Recommendation No. 2, we believe that the management decision is essentially to close the USAID/Washington cashier operations. This action responds to our concerns. Also, the plan to conduct monthly cash verifications responds to our other concerns. Thus, we accept the management decision on this recommendation.

SCOPE AND METHODOLOGY

As part of the Government Management and Reform Act and Chief Financial Officer's Act, we reviewed the cashing operations at USAID/Washington in accordance with government auditing standards. Our audit began as a surprise cash count of USAID/Washington's petty cash imprest fund on October 13, 1998 and as a follow-up of prior audit findings. The audit was subsequently expanded to include a review of USAID/Washington's cashing operations in general. The fieldwork was performed at USAID/Washington during October and November 1998. The total value of the petty imprest fund is established at \$70,000, but actual cash on-hand is maintained at \$2,500. Of the total \$2,500 amount, \$2,200 is maintained by the cashier within the M/FM/CMP cash room and the another \$300 is controlled by an Administrative Officer within the Office of USAID's Administrator.

Our audit was limited to the internal controls associated with USAID/Washington's cashier operations, but did not include the internal controls of the Office of Financial Management or other USAID offices. We expanded our audit scope based on potential and/or perceived problems disclosed during our review. This expanded scope included testing the timeliness of check deposits in compliance with USAID policies and procedures and U.S. Treasury requirements. Testing included a review of: (1) 57 checks for which the check amount was over \$1,000 that were received by CMP during May 26, 1998 through October 20, 1998 and, (2) 97 IRS tax refund checks for foreign students of the Participant Training Program received from the Global Bureau's Office of Human Capacity and Development, Office of Higher Education and Training Systems.

To accomplish the audit objective we; (1) reviewed the physical security of the cashier's office, (2) evaluated controls relating to safeguarding cash and other valuables held by the cashier, (3) performed a surprise cash count, (4) evaluated controls relating to cash/check collections, deposits and other daily transactions, (5) reviewed management's cash verifications and spot checks, and (6) interviewed personnel in the Office's of Financial Management and Human Capacity and Development. Also, we reviewed pertinent USAID policies and procedures and U. S. Treasury requirements.

USAID MANAGEMENT COMMENTS



U.S. AGENCY FOR
INTERNATIONAL
DEVELOPMENT

January 27, 1999

MEMORANDUM

TO: IG/A/PA Bruce Crandlemire
FROM: M/FM Tony Cully
SUBJECT: Draft Report: Audit of USAID/Washington Cashiering
Operations: Audit Report No. 0-000-99-XXX-X-F

Thank you for the opportunity to comment on the subject draft report. We have reviewed the report and agree with the recommendations. In fact, we have been considering for some time the actual need to continue to maintain a full cashier operation in AID/W, but had put it on the back burner. The draft report has prompted us to again take a hard look at the need for the operation.

In this regard, we have taken action recently to have the USAID/W Travel Agent handle the distribution of traveler's checks to USAID travelers who still require an advance. The AID/W Cashier no longer handles travelers checks. In addition, the cashier is almost never called upon to make cash payments. Therefore, the only real function left for the cashier is depositing receipts.

In our opinion, it is not efficient: to occupy a full time position just to deposit the relative small volume of checks/cash the Agency receives here at AID/W. Therefore, I have asked the appropriate FM staff to explore other alternatives for receiving payments such as the use of a lock box, expanded use of wire transfer receipts like we use for loan collections or maybe some combination of alternatives which would eliminate or significantly reduce the number of checks received in FM. These alternatives will make the maintenance of a check receipt register unnecessary. Of course, we will need to develop procedures for processing collections received using the alternatives. As soon as the staff is able to identify appropriate alternatives, we will take the necessary action to implement them promptly.

The participant training tax refund checks are being

1300 PENNSYLVANIA AVENUE, N.W.
WASHINGTON, D.C. 20523

returned to the IRS for cancellation. These checks cannot be deposited by the Cashier since the payees are the individual participants, i.e. the taxpayer. Any checks like these which are received in the future will be returned to the IRS within 48 hours of receipt in **FM**.

As regards the cash counts, effective **January 7, 1999** we have deposited all cash held by the cashier, therefore, bringing the Cashier's advance to only \$300 which is the amount maintained in the Administrator's office. If at any time cash is required, **FM/CMP** will initiate a same day transfer to the Cashier's account at Nations Bank. While there should not be any cash held by the cashier, I have instructed the responsible staff to make sure that the surprise cash counts are conducted at least monthly, including the funds held in the Administrator's office. These cash counts will also include a verification that deposits are being made in accordance with established procedure. The team conducting the cash count will issue a report each month.

Please let me know if you need any further clarification.

Review of USAID/Washington Cashiering Operations

**Schedule of Checks Received (Over \$1,000) by M/FM/CMP
During Period of 5/26/98 to 10/20/98**

Sample Item	C h e c k	Description	Check Date	Amount	Date Received	Deposit Date	Days Deposited After Check was Received (Note 1 below)
1	500145	Reimbursed Contract Funds	9/16/98	\$ 20,201.33	10/19/98	1 0/22/98	2
2	759	Employee Travel Refund	10/16/98	\$ 2,139.75	10/19/98	1 0/22/98	2
3	3701	Employee Travel Refund	10/14/98	\$ 2,000.00	9/25/98	1 0/1 9/98	23
4	500118	Reimbursed Contract Funds	10/17/98	\$ 61,422.14	10/8/98	1 0/1 9/98	10
5	10407	Reimbursed Contract Funds	9/17/98	\$ 32,077.00	10/1/98	1 0/19/98	17
6	1290	Employee Travel Refund	9/28/98	\$ 3,000.00	9/28/98	1 0/7/98	8
7	2521	Reimbursed Contract Funds	9/23/98	\$ 455,000.00	9/24/98	1 0/7/98	12
8	1838	Team Technologies	9/18/98	\$ 1,546.40	9/22/98	1 0/22/98	29
9	2590	Employee Travel Refund	9/10/98	\$ 1,025.44	9/21/98	9/23/98	1
10	2514	Reimbursed Contract Funds	8/27/98	\$ 40,000.00	9/16/98	9/16/98	0
11	7803	Employee Travel Refund	9/15/98	\$ 2,300.00	9/16/98	9/16/98	0
12	29298	Refund of Interest	8/27/98	\$ 1,579.00	8/31/98	9/16/98	15
13	USC-1 086	Reimbursed Contract Funds	8/14/98	\$ 376,076.62	8/26/98	9/1/98	5
14	USC-1 072	Reimbursed Contract Funds	3/25/98	\$ 69,085.51	8/27/98	9/1/98	4
15	USC-1 088	Reimbursed Contract Funds	8/19/98	\$ 213,579.59	8/27/98	9/1/98	4
16	500142	Reimbursed Contract Funds	8/24/98	\$ 5,147.13	8/26/98	9/1/98	5
17	4183		7/29/98	\$ 12,844.29	8/18/98	8/24/98	5
18	3112	Reimbursed Contract Funds	8/5/98	\$ 6,874.13	8/12/98	8/24/98	11
19	11408820	Return of Award Money	8/7/98	\$ 15,014.91	8/11/98	8/24/98	12
20		Reimbursement	7/24/98	\$ 144,093.00	8/6/98	8/28/98	21

Review of USAID/Washington Cashiering Operations

Schedule of Checks Received [Over \$1,000] by M/FM/CMP
During Period of 5/26/98 to 10/20/98

<u>Sample Item</u>	<u>C h e c k</u>	<u>Description</u>	<u>Check Date</u>	<u>Amount</u>	<u>Date Received</u>	<u>Deposit Date</u>	<u>Days Deposited After Check was Received</u>
21	1204	Employee Travel Refund	7/27/98	\$ 1,856.00	7/29/98	8/4/98	5
22	1080	Refund of Interest	7/15/98	\$ 1,799.07	7/28/98	8/4/98	6
23	1003	Refund of Interest	7/15/98	\$ 2,077.22	7/28/98	8/4/98	6
24	916	Employee Travel Refund	7/24/98	\$ 1,500.00	7/24/98	7/28/98	3
25		Reimbursed Contract Funds	7/1/98	\$ 11,129.00	7/22/98	8/3/98	11
26	776348		7/13/98	\$ 5,437.11	7/16/98	7/20/98	3
27	64394	Reimbursed Contract Funds	7/10/98	\$ 3,317.79	7/14/98	7/20/98	5
28	252	Employee Travel Refund	7/22/98	\$ 1,433.00	7/20/98	7/22/98	1
29	500128		3/5/98	\$ 3,301.99	6/26/98	6/29/98	2

Subtotal Amount for 29 Checks Having Verifiable Check Receipt and Deposit Dates \$ 1,496,857.42

AVERAGE DAYS CHECKS HELD BEYOND USAID STANDARD BEFORE DEPOSIT

NUMBER OF CHECKS EVIDENCED BY BOTH A DATE STAMP RECEIVED AND A DEPOSIT SLIP

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Review of USAID/Washington Cashiering Operations

**Schedule of Checks Received (Over \$1,000~ by M/FM/CMP
During Period of 5/26/98 to 10/20/98**

Sample Item	C h e c k	Description	Check Date	Amount	Date Received	Deposit Date	Days Deposited After Check was Received
<u>Checks with no date stamp received and/or evidence of deposit</u>							
1	A0461 14	Return Wire Transfer	10/23/98	\$ 3,167.00	1 0/17/98	?	?
2	43668	Refund of Interest	1 0/8/98	\$ 1,233.05	1 0/20/98	?	?
3	29994	Refund of Interest	1 0/15/98	\$ 6,967.04	1 0/19/98	?	?
4	2536	Refund of Interest	1 0/14/98	\$ 1 00,000.00	1 0/19/98	?	?
5	17470		1 0/7/98	\$ 2,873.37	1 0/14/98	?	?
6	471	Employee Travel Refund	9/30/98	\$ 1,050.00	1 0/2/98	?	?
7	500130	Reimbursed Contract Funds	5/4/98	\$ 98,801.40	1 0/2/98	?	?
8	500144	Reimbursed Contract Funds	9/1 1/98	\$ 9,928.32	?	9/23/98	?
9	500129	Reimbursed Contract Funds	4/7/98	\$ 13,250.65	?	9/23/98	?
10	500137	Reimbursed Contract Funds	6/9/98	\$ 15,218.49	?	9/23/98	?
11	63627	Credit of Client Labor	9/16/98	\$ 5,554.80	9/22/98	?	?
12	51810	Refund of Interest	8/27/98	\$ 1,832.81	8/31/98	?	?
13	335	Refund of Interest	8/11/98	\$ 12,753.40	8/24/98	?	?
14	2731	Employee Travel Refund	8/18/98	\$ 1,614.00	8/19/98	?	?
15	273818	Refund of Interest	7/2/98	\$ 3,149.90	8/10/98	?	?
16	19783	Reimbursed Contract Funds	7/23/98	\$ 15,168.09	7/31/98	?	?
17	51244	Refund of Interest	7/23/98	\$ 4,575.33	7/28/98	?	?
18	830	Reimbursed Contract Funds	7/20/98	\$ 30,028.66	6/8/98	?	?
19	29395	Refund of Interest	7/15/98	\$ 5,442.81	7/20/98	?	?
20	23390	Refund of Interest	6/18/98	\$ 1,664.34	6/25/98	?	?
21	4140		6/24/98	\$ 2,607.50	?	7/13/98	?

Review of USAID/Washington Cashiering Operations

**Schedule of Checks Received (Over \$1,000) by M/FM/CMP
During Period of 5/26/98 to 10/20/98**

Sample Item	C h e c k	Description	Check Date	Amount	Date Received	Deposit Date	Days Deposited After Check was Received
22	62015	Reimbursed Contract Funds	4/6/98	\$ 18,896.23	6/20/98	?	?
23	49480	Refund of Interest	6/17/98	\$ 1,344.28	6/23/98	?	?
24	1923	Reimbursed Contract Funds	6/12/98	\$ 8,661.24	6/19/98	?	?
25	28597	Refund of Interest	5/29/98	\$ 2,581.00	?	?	?
26	49985	Refund of Interest	5/22/98	\$ 1,806.96	5/26/98	?	?
27	1190	Employee Travel Refund	5/26/98	\$ 1,087.00	5/26/98	?	?
28	500135		5/22/98	<u>\$ 71,025.11</u>	?	?	?

Subtotal Amount for 28 Checks Having Neither Verifiable Check Receipt or Deposit Dates \$ 442,282.78

Grand Total All Checks from Appendix III and IV \$ 1,939,140.20

NUMBER OF CHECKS WITH NO DATE STAMP RECEIVED AND/OR EVIDENCE OF DEPOSIT

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