



# Smithsonian Institution

Office of the Inspector General

Date July 2, 2009

To Audit and Review Committee, Board of Regents

Cc G. Wayne Clough, Secretary  
Richard Kurin, Under Secretary for History, Art and Culture  
Allison McNally, Under Secretary for Finance and Administration  
Judith Leonard, General Counsel  
Camille G. Akeju, Director, Anacostia Community Museum  
Charles Alcock, Director, Smithsonian Astrophysical Observatory  
Elizabeth Broun, Director, Smithsonian American Art Museum  
Amy Chen, Chief Investment Officer  
Virginia B. Clark, Director of External Affairs  
John R. Dailey, Director, National Air and Space Museum  
Clair F. Gill, Acting Director, Office of Facilities, Engineering and Operations  
Brent D. Glass, Director, National Museum of American History  
Allen R. Kane, Director, National Postal Museum  
Robert J. Koestler, Director, Museum Conservation Institute  
Nicole L. Krakora, Director, Office of Special Events and Protocol  
Richard Koshalek, Director, Hirshhorn Museum and Sculpture Garden  
Evelyn S. Lieberman, Director, Office of Communications and Public Affairs  
Steve Monfort, Acting Director, Smithsonian National Zoological Park  
Carole M.P. Neves, Director, Office of Policy and Analysis  
Tom Ott, President, Smithsonian Enterprises  
Martin E. Sullivan, Director, National Portrait Gallery  
Paul W. Thompson, Director, Cooper-Hewitt National Design Museum

From  A. Sprightley Ryan, Inspector General

Subject Review of Non-Travel Business Expenses of Smithsonian Executives and Boards, Number A-08-07

The Board of Regents requested a review of non-travel business expenses incurred by the heads of Smithsonian units, Advisory Boards, and the Regents. Attached please find an independent auditor's agreed-upon procedures review covering such expenses for the period July 1, 2006 through June 30, 2008. We judgmentally selected 18 of the larger Smithsonian units as well as 11 Advisory Boards for the review, in addition to the Regents; only 5 of the Advisory Boards we selected had such expenditures. Schedule C of the independent auditor's report lists the units and Boards we reviewed. The independent auditor questioned costs from 4 of the 18 units and from 4 of the 5 Advisory Boards, and did not question any of the Regents' costs.

The independent auditor reviewed 1,154 transactions totaling \$944,000 and questioned approximately 10 percent of these transactions, or \$94,000. The independent auditor questioned these costs either because they appeared unreasonable or because they lacked supporting documentation. While the

independent auditor's report speaks for itself, we would like to offer our comments and observations on the results.

#### *Questioned Costs – Unreasonable Expenses*

The independent auditor questioned as unreasonable the Office of Facilities Engineering and Operations (OFEO) having spent \$47,800 for a three-week executive leadership training course for two executives in 2007. We agree that the amount was excessive and urge OFEO to be more prudent with its training funds.

The independent auditor also questioned as unreasonable the \$2,325 for car service used by the Cooper-Hewitt National Design Museum (CHNDM) for executives and dignitaries. An April, 2008 Smithsonian Travel Handbook revision clarified that to use car service (rather than taxis, for example), the person must demonstrate that it is advantageous to the Smithsonian and must obtain approval by the Under Secretary for Finance and Administration. We note that the questioned amount comprised 15 separate transactions. While use of car service may be customary for transporting dignitaries to museum and fundraising functions (most of these were for such purposes), especially in New York City, we believe the Institution should continue to carefully review all use of car service and emphasize that it should be used sparingly, if at all.

#### *Questioned Costs – Lack of Supporting Documentation*

The independent auditor questioned almost \$42,000 in costs, or about 45 percent of the total questioned costs, because they lacked supporting documentation. We note that Institution policy states in general terms that Smithsonian units should maintain "ready reference copies of documents resulting in financial transactions." Institution policy also states that "financial transactions shall be supported adequately with pertinent documents available for audit."

The most significant costs questioned for lack of documentation were those incurred by the Director's office at CHNDM: \$11,747, or 8 percent of the CHNDM costs reviewed, initially lacked supporting receipts. However, when our office inquired further, the Institution's Comptroller had copies of petty cash vouchers as well as supporting receipts and other information for 15 transactions totaling \$6,621. In other words, CHNDM is missing the supporting documentation for \$5,126, or 4 percent, of the total costs reviewed. CHNDM lacked the required documentation because it failed to comply with the Institution's procedures. We urge CHNDM to improve its recordkeeping.

Other costs the independent auditor questioned for lack of documentation can be explained by the Institution's internal accounting and billing methods for services that one unit (for example, audiovisual services or event-planning services) provides to other units such as museums and Advisory Boards. Thus, the lack of

documentation for \$10,632 (11% of the total reviewed) in National Museum of American History's (NMAH) Advisory Board expenses does not mean there was no documentation for these expenses; rather, it means that NMAH did not have, or keep, copies of the underlying expense documentation from the unit providing the services. Similarly, the \$12,049 in Smithsonian National Board (SNB) costs, or 4 percent of the total SNB costs reviewed, lacked documentation because that documentation remained with the service unit that provided the service (such as AV). The Director of the Office of Special Events and Protocol recently issued an email reminding units of the need to retain copies of such documentation.

The independent auditor also questioned 77 percent of the \$4,882 in costs it reviewed at the National Zoological Park (NZP) for lack of supporting documentation. NZP officials explained that the documentation for about half that amount was in storage; documentation for the other half was in the control of Friends of the National Zoo (FONZ), a separate organization. In any event, NZP did not make the documentation available for the independent auditor to review. It should make a better effort to keep expense documentation accessible.

In other instances, the amounts the independent auditor questioned for lack of documentation were relatively low and therefore not of great concern. OFEO lacked receipts to support \$659, or 0.5 percent of the total OFEO expenses reviewed. The Hirshhorn Museum and Sculpture Garden (HMSG) lacked receipts to support \$766, or 1 percent of the total HMSG expenses reviewed. Smithsonian Enterprises (SE) lacked documentation to support \$208, or less than 2 percent, of SE expenses reviewed.

To improve accountability and ensure prudent spending, the above-mentioned units need to implement stricter documentation requirements for financial transactions in keeping with Smithsonian policies, such as Smithsonian Directive 314, the Institution's Purchase Card Manual, and its Financial Management for Payments Handbook for petty cash transactions.

\* \* \* \* \*

In conclusion, we again note that 14 out of the 18 units had no questioned costs, and that the independent auditor did not uncover any extravagances other than the two described above. In most instances, the questioned transactions were the result of incomplete records and inattentiveness to policies, two areas in which the Institution needs to improve. Our office will continue to monitor these issues. Nonetheless, we believe that, on the whole, the Regents should be pleased with these results.

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**SMITHSONIAN INSTITUTION**

OFFICE OF THE INSPECTOR GENERAL

**Review of Non-Travel Business Expenses  
of Smithsonian Executives**

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**FINAL REPORT**

**April 2009**

**Prepared by:  
Leon Snead & Company, P.C.  
416 Hungerford Drive, Suite 400  
Rockville, MD 20850**

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## **Independent Auditor's Report**

Smithsonian Institution  
Office of the Inspector General  
MRC 524, P.O. Box 37012  
Washington, DC 20013

### **BACKGROUND**

Leon Snead & Company, P.C. (LSC) has completed a review of the non-travel business expenses of executives within the Smithsonian Institution and its Boards. The review was conducted at the request of the Office of the Inspector General (OIG) to assist the OIG in its oversight mission of the Smithsonian Institution. The Board of Regents, Audit and Review Committee, requested the OIG to provide assurance on the reasonableness of expenses incurred on behalf of the Smithsonian Institution, Board of Regents, and Advisory Boards.

### **OBJECTIVE**

The objective of the review was to determine if non-travel business expenses incurred by the executives were reasonable, allowable in accordance with Smithsonian Institution policy, and supported by appropriate documentation.

### **SCOPE AND PROCEDURES**

The review covered expenditures incurred for the two-year period July 1, 2006 through June 30, 2008. In determining the amount of expenditures, the OIG requested Smithsonian Institution units and Advisory Boards to provide a schedule of non-travel business expenses incurred by selected officials and board members for the period covered by the review. The various Smithsonian organizations reported transactions totaling \$353,644; the Office of the Board of Regents submitted and reported \$98,422; and the Advisory Board Members submitted and reported \$406,261. The schedules were provided to LSC for review.

The procedures included obtaining an understanding of the Smithsonian Institution policies and procedures as they relate to non-travel business expenses. We also applied procedures to determine whether: (i) transactions included on the Schedules of Expenditures were properly accounted for; (ii) transactions included on the Schedules of Expenditures were valid business expenses related to the Smithsonian mission and in accordance with Smithsonian policies and guidance; and (iii) the expenditures incurred were reasonable.

We conducted this engagement in accordance with attestation standards established by Generally Accepted Government Auditing Standards (GAGAS) as issued by the Government Accountability Office (GAO).

We were not engaged to and did not conduct an examination, the objective of which would be the expression of opinions on the Schedules of Expenditures. Accordingly, we do not express such opinions. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you. This report is limited solely to the information and use of the OIG, the Smithsonian, and the Board of Regents and is not intended to be and should not be used by anyone other than these specified parties.

Based on our review of the expenditures, we concluded that most of the transactions included on the Schedules of Expenditures were supported and the expenditures were allowable and reasonable. We reviewed 1,154 transactions valued at about \$944,400 and we questioned 104 of them with related costs totaling \$93,783. Our review results are presented in detail on the following pages of this report.

Sincerely,

*Leon Snead & Company, P.C.*  
Leon Snead & Company, P.C.  
February 24, 2009

## RESULTS OF REVIEW

### Smithsonian Institution

We reviewed 946 transactions totaling \$425,229.01 for 18 Smithsonian organizations. Each of the organizations provided us with a listing of non-travel related business expenses for selected officials. We traced the expenditures to the general ledger entry and to the supporting invoice, purchase order, or other supporting documentation.

Based on our review of the expenditures, we have questioned costs totaling \$65,169.55 pertaining to expenditures at four of the 18 organizations (see Schedule A). These costs were questioned for the following reasons:

- Lack of supporting documentation 13,380.73
- Expenditures appear unreasonable 51,788.82

### Board of Regents

We reviewed 61 transactions totaling \$101,593.20 for the Smithsonian Board of Regents. The representatives of the Board of Regents provided us with a listing of expenditures for non-travel related business expenses related to the Board of Regents. We traced the expenditures to the original documentation supporting the transactions and to the general ledger listing of the accounts and amounts. The above amount is greater than the amount reported because additional transactions were identified during the review.

Based on our review of the expenditures, we were unable to trace nine transactions totaling \$1,842.86 to the general ledger listing. These transactions were included in a total amount that was recorded but individual transactions were not traceable. We did not take exception to the expenditures, but this practice indicates a weakness in internal controls. All accounting transactions should be traceable to the accounting records (see Schedule D).

### Advisory Boards

We reviewed 147 transactions totaling \$417,591.51 for five of the 11 Smithsonian Advisory Boards selected for review (see Schedule B). Each of the representatives of the Advisory Boards that responded provided us with a listing of the expenditures for non-travel related business expenses of selected Board members. We traced the expenditures to the original documentation supporting the transactions and to the general ledger listing of the accounts and amounts. We questioned \$156.39 representing sales tax paid plus \$28,457.21 of the expenditures for lack of supporting documentation.



**Smithsonian Institution  
Questioned Costs**

<b>Name of Museum</b>	<b>Amount Reported</b>	<b>Amount Reviewed</b>	<b>Amount Questioned</b>	<b>Notes</b>
Office of Facilities Engineering and Operations	\$137,865.00	\$130,087.00	\$48,459.01	1 & 2
Smithsonian Enterprises	11,372.51	11,284.56	208.30	3
Hirshhorn Museum and Sculpture Garden	47,308.12	67,386.32	2,429.41	4, 5 & 6
Cooper-Hewitt Museum	83,443.00	140,996.39	14,072.83	7 & 8
Office of External Affairs & Development	8,069.00	8,222.12	-0-	9
<b>Total *</b>	<b>\$288,057.63</b>	<b>\$357,976.39</b>	<b>\$65,169.55</b>	

*\* The amount reviewed is greater than the amount reported because additional transactions were identified during the review.*

**NOTES:**

1. Training – The Director, Office of Facilities Engineering and Operations, incurred \$47,800 for Executive Leadership Training at the University of Texas-Austin later in 2007. The training at Austin was for two people and three weeks. These amounts are questioned for reasonableness because they appear excessive.
2. We have questioned \$659.01 for expenditures incurred by the Office of Facilities Engineering and Operations because they were not supported by purchase receipts. There were three items recorded in the general ledger but no receipts to support the entries.
3. We have questioned two expenditures totaling \$208.30 for lack of supporting documentation. These were recorded in the general ledger but did not have supporting receipts.
4. The Hirshhorn Museum paid sales tax of \$117.60 to a caterer (Main Event Caterers) for one of its events. The Smithsonian is tax exempt and this amount should not have been paid. The Hirshhorn Museum should implement better internal controls to prevent the payment of fees that are not necessary.
5. The previous Director of the Hirshhorn Museum incurred a cancellation fee of \$1,545.81 to Starquest Expeditions for an event that she was unable to attend. These expenses are questioned for reasonableness because they appear excessive and not necessary. The cancellation expenses were for the following:
  - SUV Cancellation Fee - \$400
  - Walter De Maria Lightening Fields Cancellation Fee - \$450
  - Limousine Cancellation Fee (Quemado to Albuquerque, NM)- \$292
  - Van Cancellation Fee (Flagstaff to Quemado)- \$500
  - Less 3% - (\$96)

6. We have questioned \$766.00 for three expenditures for lack of supporting documentation. These items were recorded in the general ledger but they did not have supporting receipts. Also, we identified additional transactions during the onsite review that increased the expenditures claimed. This indicates improvements are needed in the internal control system of the Museum.
7. We have questioned \$11,747.42 for various expenditures because museum officials did not provide supporting receipts for the charges. The general ledger recorded expenses in 2007 and 2008 for items including training, travel, entertainment, staff business expenses and club membership fees, but we could not trace the expenses to supporting payment receipts.
8. During our period of review, Cooper Hewitt Museum in New York City incurred \$39,668.32 for car service expenses for the Director Emeritus (all expenses incurred for Express Car Services) and other museum employees to travel within New York City. The expenditures for these car services were mostly incurred prior to the Smithsonian's April 2008 Travel Handbook revision. We did not report all of these expenditures as questioned costs because Smithsonian policy prior to the April revision did not provide clear guidance for car services. However, \$2,325.41 was incurred after the Smithsonian policy revision, and we have questioned this amount. Notwithstanding the lack of policy guidance, the car service expenses appeared to be excessive and that closer attention needs to be given to future expenditures and the policy requirements of the revised Travel Handbook.
9. All costs were supported. However, we identified additional transactions during the onsite review that increased the expenditures claimed for the review period.

**Advisory Boards  
Questioned Costs**

<b>Name of Museum</b>	<b>Amount Reported</b>	<b>Amount Reviewed</b>	<b>Amount Questioned</b>	<b>Notes</b>
Museum of American History	\$66,688.35	\$66,688.35	\$10,632.20	10
National Zoological Park	6,326.19	6,326.19	4,882.41	11 & 12
National Portrait Gallery	21,528.00	30,220.38	0	13
National Air and Space Museum	39,093.00	41,731.17	1,049.74	14
Smithsonian National Board	272,625.39	272,625.42	12,049.25	15
<b>Total *</b>	<b>\$406,260.93</b>	<b>\$417,591.51</b>	<b>\$28,613.60</b>	

\* *The amount reviewed is greater than the amount reported because additional transactions were identified during the review.*

**NOTES:**

10. At NMAH, we found expenditures recorded in the general ledger for which the museum had no or insufficient supporting documents. We questioned expenditures of \$10,632.20 due to this lack of documentation. These expenditures related to service units who periodically incur expenses on behalf of the NMAH. The lack of supporting documents was due to lack of compliance with the accounting procedures used to record and control such expenditures. Smithsonian accounting procedures require that service units record the expenditures in the Smithsonian's accounting system and forward copies of supporting documentation to the operating unit for its records. We believe that NMAH must more effectively comply with Smithsonian policy and procedures regarding the appropriate supporting documentation for its service unit expenses.
11. The accounting personnel at the NZP stated that the supporting documents for \$2,429.71 of the expenditures were not available because they were in storage. The above amount is questioned because NZP officials did not provide documentation to support the expenses.
12. Transactions for various expenditures were recorded in the general ledger, but the National Zoological Park did not have receipts to support payment. Expenditures amounting to \$2,452.70 are questioned for a lack of documentation. The lack of documentation in the accounting department is due primarily to the procedures used for recording and controlling expenditures. The current accounting procedures require the operating units to input the expenses in the accounting system. However, the documents supporting the expenditure are not forwarded to the accounting department. We were informed that documents supporting the entries are retained in the operating units. We believe the NZP could improve its internal controls by requiring the operating units to forward to the accounting department all documents supporting expenditure transactions.

13. All costs were supported. However, we identified additional transactions during the onsite review that increased the expenditures claimed for the review period.
14. There was one transaction where the Air & Space Museum paid sales tax of \$156.39 to McCormick & Schmick Restaurant for one of its events. The Smithsonian is tax exempt and this amount should not have been paid. The amount was noted as having not been paid but the total amount including the sales tax was entered into the accounting records.

In addition, a transaction for custodial services totaling \$893.35 was not posted to the general ledger as the amount was never finalized.

15. Four transactions for audio-visual equipment at Board meetings totaling \$12,049.25 did not have supporting documentation. The representative stated that AV services for the Smithsonian National Board meetings are entered in ERP by the originating department, OFEO, and cross-referenced by their office when they appear in the general ledger against the estimates provided. However, there is no paper work transmitted to the office documenting the transaction.

**Smithsonian Institution  
Summary of Reported Expenses**

<b>Museum Unit</b>	<b>Amount Reported</b>		<b>Amount Reviewed</b>		<b>Number of Transactions</b>
	<b>2007</b>	<b>2008</b>	<b>2007</b>	<b>2008</b>	
Office of Investments	\$ 280.50	\$ 565.57	\$ 280.50	\$ 565.57	11
Smithsonian American Art Museum	5,931.00	3,294.00	5,931.46	4,389.30	56
Office of Policy and Analysis	241.69	3,274.16	241.69	3,274.16	23
National Postal Museum	3,960.00	10,431.00	3,921.48	10,430.76	57
National Museum of American History	691.00	706.00	825.58	706.36	30
Director, Office of Facilities, Engineering and Operations	20,744.00	22,717.00	1,309.00	40,339.00	23
Director, Office of Engineering, Design, and Construction	48,495.00	45,909.00	48,495.00	39,944.00	26
Smithsonian Enterprises	9,877.52	1,494.99	9,789.57	1,494.99	23
National Zoological Park	4,998.46	2,777.60	4,998.46	2,777.60	19
Office of Special Events and Protocol	1,156.00	1,316.00	1,156.00	1,316.00	16
Museum Conservation Institute	4,212.31	2,390.33	4,212.31	2,390.33	54
National Portrait Gallery	5,901.00	12,155.00	5,901.27	12,155.44	16
Office of External Affairs and Development	5,038.00	3,031.00	5,132.79	3,089.33	106
Hirshhorn Museum and Sculpture Garden:					
Former Director	24,367.14	9,814.60	22,510.00	30,252.24	63
Acting Director		13,126.38		14,624.08	33
Cooper-Hewitt	53,823.00	29,620.00	89,643.65	51,352.74	368
National Air and Space Museum	101.54	299.66	103.35	325.36	12
Smithsonian Astrophysical Observatory	290.69	576.95	290.69	576.95	7
Office of Communications	-	-	-	-	0
Anacostia Community Museum	36.00	-	482.00	-	3
<b>Total</b>	<b>\$ 190,144.85</b>	<b>\$ 163,499.24</b>	<b>\$ 205,224.80</b>	<b>\$ 220,004.21</b>	<b>946</b>
<b>Office of the Board of Regents</b>	<b>53,339.00</b>	<b>45,083.00</b>	<b>59,428.05</b>	<b>42,165.15</b>	<b>61</b>
<b>Advisory Boards</b>					
NMAH Board of Directors	\$ 35,344.90	\$ 31,343.45	\$ 35,344.90	\$ 31,343.45	64
National Portrait Gallery Commission	10,700.00	10,828.00	20,795.38	9,425.00	8
National Zoological Park	3,737.50	2,588.69	3,737.50	2,588.69	19
National Air and Space Museum	23,623.00	15,470.00	26,260.90	15,470.27	25
Smithsonian National Board	138,722.81	133,902.58	138,723.06	133,902.36	31
<b>Total</b>	<b>\$ 212,128.21</b>	<b>\$ 194,132.72</b>	<b>\$ 224,861.74</b>	<b>\$ 192,729.77</b>	<b>147</b>

## Listing of Questioned Transactions

Name of Organization	Fiscal Year	Vendor	Reference	Amount Questioned		Reason for Exception	
				Unreasonable	Lack of Documentation		
<b>Board of Regents</b>							
Board of Regents	2007	Purchase card	Meals -- Regent's Liaison Group		\$ 117.00	Not Traceable to GL	
Board of Regents	2007	Purchase card	Meals -- Regent's Liaison Group		160.87	Not Traceable to GL	
Board of Regents	2007	Purchase card	Meals -- Regent's Liaison Group		160.87	Not Traceable to GL	
Board of Regents	2007	Purchase card	Meals -- Regent's Liaison Group		88.07	Not Traceable to GL	
Board of Regents	2007	Purchase card	Meals -- Regent's Liaison Group		160.87	Not Traceable to GL	
Board of Regents	2007	Purchase card	Meals -- Regent's Liaison Group		160.87	Not Traceable to GL	
Board of Regents	2007	Purchase card	Meals -- Regent's Liaison Group		160.87	Not Traceable to GL	
Board of Regents	2008	Purchase card	Meals -- Regent's Liaison Group		160.87	Not Traceable to GL	
Board of Regents	2008	Georgetowne Frame Shoppe	Frame for Prints		672.57	Not Traceable to GL	
Sub-Total -- Board of Regents					\$ 1,842.86		
<b>Smithsonian Institution</b>							
Office of Facilities, Eng'g. & Ops.	2007	University of Texas-Austin	JRL-ACRR1667272	47,800.00		Executive Leadership Training Course	(1)
Office of Facilities, Eng'g. & Ops.	2008	Purchase Card	Calendar		64.15	No Receipt; Not Traceable to GL	(2)
Office of Facilities, Eng'g. & Ops.	2008	Purchase Card	Blackberry		594.86	No Receipt	(2)
Smithsonian Enterprises	2007	Expense Report	Lunch with Board Member		70.80	No Receipt	(4)
Smithsonian Enterprises	2007	Expense Report	Dinner with Board Member		137.50	No Receipt	(4)
Hirshhorn Museum	2008	Main Event Caterers	135060	117.60		Sales Tax Paid	(5)
Hirshhorn Museum	2008	Starquest Expeditions	Voucher 00424087	1,545.81		Cancellation Fee--Items Included in cancellation	(6)
Hirshhorn Museum	2007	All Staff Meeting	Audio Visual		150.00	No Receipt	(7)
Hirshhorn Museum	2007	Board Meeting	Building Services		72.00	No Receipt	(7)
Hirshhorn Museum	2007	Board Meeting	Audio Visual		544.00	No Receipt	(7)
Cooper Hewitt Museum	2007	Unknown	Other Purchases- G&S Govt.		176.68	No Receipt	(8)
Cooper Hewitt Museum	2007	Petty Cash	Staff Business Expense		207.06	No Receipt	(8)
Cooper Hewitt Museum	2007	Purchase Card	Miscellaneous		89.95	No Receipt	(8)
Cooper Hewitt Museum	2007	Petty Cash	Miscellaneous		26.95	No Receipt	(8)
Cooper Hewitt Museum	2007	Petty Cash	Reimbursible Travel		261.18	No Receipt	(8)
Cooper Hewitt Museum	2007	Petty Cash	Reimbursible Travel		92.10	No Receipt	(8)
Cooper Hewitt Museum	2007	Petty Cash	Reimbursible Travel		128.62	No Receipt	(8)
Cooper Hewitt Museum	2007	Purchase Card	Entertainment		1,000.00	No Receipt	(8)
Cooper Hewitt Museum	2007	Petty Cash	Reimbursible Travel		318.40	No Receipt	(8)
Cooper Hewitt Museum	2007	Petty Cash	Entertainment		78.13	No Receipt	(8)
Cooper Hewitt Museum	2007	Purchase Card	Entertainment		500.00	No Receipt	(8)
Cooper Hewitt Museum	2007	Unknown	Other Purchases G&S Govt.		8.75	No Receipt	(8)
Cooper Hewitt Museum	2007	Petty Cash	Catering		655.17	No Receipt	(8)
Cooper Hewitt Museum	2007	Petty Cash	Catering		82.40	No Receipt	(8)
Cooper Hewitt Museum	2007	Purchase Card	Catering		128.00	No Receipt	(8)
Cooper Hewitt Museum	2007	Petty Cash	Staff Business Expenses		250.00	No Receipt	(8)
Cooper Hewitt Museum	2007	Petty Cash	Office Supplies		101.38	No Receipt	(8)
Cooper Hewitt Museum	2007	Purchase Card	Office Supplies		198.81	No Receipt	(8)
Cooper Hewitt Museum	2007	Petty Cash	Entertainment		1,136.77	No Receipt	(8)
Cooper Hewitt Museum	2007	Petty Cash	Entertainment		274.32	No Receipt	(8)
Cooper Hewitt Museum	2007	Petty Cash	Entertainment		226.22	No Receipt	(8)
Cooper Hewitt Museum	2007	Petty Cash	Entertainment		60.19	No Receipt	(8)
Cooper Hewitt Museum	2007	Petty Cash	Entertainment		306.14	No Receipt	(8)

**Listing of Questioned Transactions**

Name of Organization	Fiscal Year	Vendor	Reference	Amount Questioned		Reason for Exception	
				Unreasonable	Lack of Documentation		
Cooper Hewitt Museum	2007	Petty Cash	Entertainment		76.00	No Receipt	(8)
Cooper Hewitt Museum	2007	Petty Cash	Entertainment		111.69	No Receipt	(8)
Cooper Hewitt Museum	2007	Petty Cash	Entertainment		329.42	No Receipt	(8)
Cooper Hewitt Museum	2007	Petty Cash	Entertainment		2,277.90	No Receipt	(8)
Cooper Hewitt Museum	2007	Petty Cash	Entertainment		24.22	No Receipt	(8)
Cooper Hewitt Museum	2007	Petty Cash	Entertainment		198.19	No Receipt	(8)
Cooper Hewitt Museum	2007	Petty Cash	Entertainment		441.73	No Receipt	(8)
Cooper Hewitt Museum	2007	Petty Cash	Entertainment		150.37	No Receipt	(8)
Cooper Hewitt Museum	2008	Purchase Card	Club Memberships		350.00	No Receipt	(8)
Cooper Hewitt Museum	2008	Unknown	Other Purchases G&S Govt.		360.00	No Receipt	(8)
Cooper Hewitt Museum	2008	Unknown	Other Purchases G&S Govt.		101.28	No Receipt	(8)
Cooper Hewitt Museum	2008	Restaurant Associates	Catering		261.25	No Receipt	(8)
Cooper Hewitt Museum	2008	Purchase Card	Catering		50.00	No Receipt	(8)
Cooper Hewitt Museum	2008	Purchase Card	Printing		470.20	No Receipt	(8)
Cooper Hewitt Museum	2008	Purchase Card	Catering		68.63	No Receipt	(8)
Cooper Hewitt Museum	2008	Purchase Card	Office Supplies		169.32	No Receipt	(8)
Cooper Hewitt Museum	2008	VIP Connections, Inc.	Voucher 00446368-1	202.98		Car Service for Dir. and/or Other Employees	(9)
Cooper Hewitt Museum	2008	VIP Connections, Inc.	Voucher 00447701-1	226.30		Car Service for Dir. and/or Other Employees	(9)
Cooper Hewitt Museum	2008	Express Car Service	Voucher 00451164-1	1,272.00		Car Service for Director Emeritus	(9)
Cooper Hewitt Museum	2008	VIP Connections, Inc.	Voucher 00451662-1	339.76		Car Service for Dir. and/or Other Employees	(9)
Cooper Hewitt Museum	2008	VIP Connections, Inc.	Voucher 00452407-1	222.15		Car Service for Dir. and/or Other Employees	(9)
Cooper Hewitt Museum	2008	VIP Connections, Inc.	Voucher 00459631-1	62.22		Car Service for Dir. and/or Other Employees	(9)
Sub-Total -- Smithsonian Institution				\$	51,788.82	\$	13,380.73
<b>Advisory Boards</b>							
Museum of American History	2007	Inter-Office Transactions	Audio Visual for meeting		600.00	No Approval on Receipt	(11)
Museum of American History	2007	Inter-Office Transactions	Audio Visual for meeting		495.00	No Approval on Receipt	(11)
Museum of American History	2007	Inter-Office Transactions	Security for meeting		1,568.00	No Approval on Receipt	(11)
Museum of American History	2007	Inter-Office Transactions	Security for meeting		28.00	No Approval on Receipt	(11)
Museum of American History	2007	Inter-Office Transactions	Security for meeting		1,435.00	No Approval on Receipt	(11)
Museum of American History	2007	Inter-Office Transactions	Security for meeting		196.00	No Approval on Receipt	(11)
Museum of American History	2007	Inter-Office Transactions	Audio Visual for meeting		150.00	No Approval on Receipt	(11)
Museum of American History	2007	Inter-Office Transactions	Audio Visual for meeting		486.00	No Approval on Receipt	(11)
Museum of American History	2007	Inter-Office Transactions	Audio Visual for meeting		240.00	No Approval on Receipt	(11)
Museum of American History	2008	Inter-Office Transactions	Audio Visual for meeting		630.00	No Approval on Receipt	(11)
Museum of American History	2008	Inter-Office Transactions	Audio Visual for meeting		360.00	No Approval on Receipt	(11)
Museum of American History	2008	Inter-Office Transactions	Audio Visual for meeting		540.00	No Approval on Receipt	(11)
Museum of American History	2008	Inter-Office Transactions	Security for meeting		350.00	No Approval on Receipt	(11)
Museum of American History	2008	Inter-Office Transactions	Security for meeting		98.00	No Approval on Receipt	(11)
Museum of American History	2008	Inter-Office Transactions	Audio Visual for meeting		330.00	No Approval on Receipt	(11)
Museum of American History	2008	Inter-Office Transactions	Audio Visual for meeting		510.00	No Approval on Receipt	(11)
Museum of American History	2008	Inter-Office Transactions	Audio Visual for meeting		330.00	No Approval on Receipt	(11)
Museum of American History	2008	Inter-Office Transactions	Audio Visual for meeting		460.00	No Approval on Receipt	(11)
Museum of American History	2008	Inter-Office Transactions	Building services for meeting		629.20	No Approval on Receipt	(11)
Museum of American History	2008	Inter-Office Transactions	Security for meeting		1,029.00	No Approval on Receipt	(11)
Museum of American History	2008	Inter-Office Transactions	Security for meeting		168.00	No Approval on Receipt	(11)
National Zoological Park	2007	Windows Catering	Catering for meeting		1,201.50	No Receipt	(12)
National Zoological Park	2007	Inter-Office Transactions	Food service for meeting		60.40	No Receipt	(12)
National Zoological Park	2007	Inter-Office Transactions	Food service for meeting		66.50	No Receipt	(12)

**Listing of Questioned Transactions**

<b>Name of Organization</b>	<b>Fiscal Year</b>	<b>Vendor</b>	<b>Reference</b>	<b>Amount Questioned</b>		<b>Reason for Exception</b>	
				<b>Unreasonable</b>	<b>Lack of Documentation</b>		
National Zoological Park	2007	Check	Local travel for board member		31.95	No Receipt	(12)
National Zoological Park	2007	Inter-Office Transactions	Food service for meeting		44.15	No Receipt	(12)
National Zoological Park	2007	J's Gourmet	Catering for meeting		1,025.20	No Receipt	(12)
National Zoological Park	2007	Windows Catering	Catering for meeting		1,000.25	No Receipt	(13)
National Zoological Park	2007	Inter-Office Transactions	Food service for meeting		168.00	No Receipt	(13)
National Zoological Park	2008	Inter-Office Transactions	Gifts		623.86	No Receipt	(13)
National Zoological Park	2008	J's Gourmet	Catering for meeting		660.60	No Receipt	(13)
Air and Space Museum	2007	McCormick & Schmick	Catering for meeting	156.39		Sales Tax	(15)
Air and Space Museum	2008	EMCOR Government Services	Custodial Services for meeting		893.35	Not posted to G/L	(15)
Smithsonian National Board	2007	AV Equipment	AV Equipment for meeting		4,100.00	No Receipt	(16)
Smithsonian National Board	2007	AV Equipment	AV Equipment for meeting		1,469.25	No Receipt	(16)
Smithsonian National Board	2008	AV Equipment	AV Equipment for meeting		4,110.00	No Receipt	(16)
Smithsonian National Board	2008	AV Equipment	AV Equipment for meeting		2,370.00	No Receipt	(16)
Sub-Total -- Advisory Boards				<b>156.39</b>	<b>\$ 28,457.21</b>		
Total				<b>\$ 51,945.21</b>	<b>\$ 43,680.80</b>		