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DisplayDate: 12/23/1997
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ComposedDate: 12/23/1997
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Subject: Re: Audit of JFK Assassination Records Review Board

I showed this to my director and he said it all looks good except for the part about determining the effectiveness of policies and procedures. Since we close down this year he doesn't see much value in spending the time (and money) on this. All the rest looks good though, so I'll see you on the 12th. What time do you anticipate coming over?
 To: Tracy_shycoff @ jfk-arrb.govcc: Katrina.knight @ gsa.gov (bcc: Tracy Shycoff/ARRB) From: Ken.crompton @ gsa.gov @ INTERNET @ INTERLIANT Date: 12/01/97 07:09:00 AM GMT
 Subject: Audit of JFK Assassination Records Review Board Tracy--Per our telephone conversation of November 20, 1997, the General Services Administration, Office of Inspector General will be performing an administrative audit of the JFK Assassination Records Review Board activities for fiscal years 1995, 1996 and 1997. The audit entrance conference is scheduled for January 12, 1998, at the Board's offices located in Suite 207, 600 E Street, NW, Washington, DC 20530. The objectives of the audit are to (1) review and evaluate the organization's compliance with administrative policies and procedures, and (2) determine the effectiveness of those policies and procedures. To expedite our review, please have available the following information, if applicable, for each of the fiscal years to be audited: 1. Funding/Appropriation documentation. 2. Public Law that establishes the Commission. 3. Mission and function statements. 4. Department of the Treasury Appropriation Warrant. 5. Apportionment and Reapportionment Schedule (SF 132) 6. Budget plans. 7. Organizational Chart. 8. Request for and Designation of Cashier (SF 211 9. Reimbursement Vouchers (SF 1129) and Claims for Reimbursement (SF 1164). 10. Travel Vouchers. 11. Travel Advances. 12. Government Transportation Request (SF 1169). 13. Annual Attendance Record (Form 873) and Application for Leave (SF 71). 14. Inventory of Equipment (commission-owned). 15. Research Contracts (GSA Form 514 used for cover sheet), Gifts, Donations and Grants. 16. Telephone Bill Statements. For your information, the GSA Handbook, Administrative Support Services (WADM P1070.1A), provides guidance on most of the above listed items. Within the next thirty days please advise me as to a convenient time for the January 12, 1998 entrance conference. Currently, we are available to meet between the hours of 8:00 am to 4:00 pm. If you have any questions, please contact me on (202) 708-5340. Ken

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