
OFFICE OF THE INSPECTOR GENERAL

US NUCLEAR

REGULATORY COMMISSION

REVIEW OF IMPREST FUNDS

OIG/94A-18 March 4, 1994

AUDIT REPORT



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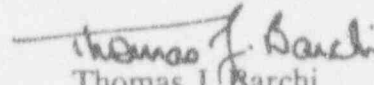
UNITED STATES
NUCLEAR REGULATORY COMMISSION
WASHINGTON, D. C. 20555

March 4, 1994

OFFICE OF THE
INSPECTOR GENERAL

MEMORANDUM FOR: James M. Taylor
Executive Director for Operations

FROM:


Thomas J. Barchi
Assistant Inspector General for Audits

SUBJECT: REVIEW OF IMPREST FUNDS

Attached is the Office of the Inspector General's audit report entitled, "Review of Imprest Funds." No recommendations were made in our report, therefore, no agency response was requested.

Attachment:
As stated

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DF02

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REPORT SYNOPSIS

The Nuclear Regulatory Commission (NRC) maintains imprest funds at Headquarters and at all five regional offices for the purpose of making cash disbursements: 1) to vendors for goods and services; 2) to employees as advances for authorized expenditures; and 3) to employees as reimbursements for authorized expenditures. NRC Manual Appendix 1101, Part IV, Section A requires the Office of the Inspector General (OIG) to conduct unannounced audits of the imprest funds as frequently as deemed necessary, but at least annually.

This review was conducted to ensure that imprest funds were accounted for and to determine whether appropriate internal controls were in place to protect the funds from loss or misuse. We performed counts of the imprest funds maintained at NRC Headquarters - One White Flint North and at Regions I and II, interviewed cognizant personnel, and reviewed applicable documentation.

All imprest funds were accounted for during our review and appropriate internal controls were in place to protect the funds from loss or misuse.

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INTRODUCTION

NRC is required by the Treasury Financial Manual (TFM) to periodically make unannounced verifications of cash balances in imprest funds and determinations that procedures are being followed that will adequately protect the funds from loss or misuse. The TFM states that an agency will develop its own requirements for performing the functions mentioned above.

In December 1993, OIG initiated a review of selected NRC imprest funds to determine if the funds were accounted for and controls were in place to prevent loss or misuse. Appendix I contains additional details on the objectives, scope, and methodology of our review.

BACKGROUND

The TFM defines an imprest fund as "a fixed-cash or petty-cash fund in the form of currency, coin, or Government check, which has been advanced as Funds Held Outside of Treasury and charged to a specific appropriation account by a Government agency official to an authorized cashier for cash payment or other cash requirement as specifically authorized. The fund may be of a revolving type, replenished to the fixed amount as spent or used, or may be of a stationary nature such as a change-making fund."

An imprest fund should satisfy a definite, continuing need of an agency for making cash disbursements. Payments from an imprest fund are generally made: 1) to vendors for goods and services; 2) to employees as advances for authorized expenditures; and 3) to employees as reimbursements for authorized expenditures.

NRC Manual Appendix 1101, Part IV, Section A requires each office and region with an imprest fund to perform a quarterly verification of its imprest fund using NRC Form 229, "Imprest Fund Balance Verification." This form serves as a certification by the reporting office that an accounting of the authorized amount of the imprest fund has been made. Appendix 1101 also requires OIG to conduct unannounced audits of the imprest funds as frequently as deemed necessary, but at least annually.

OBJECTIVE, SCOPE, AND METHODOLOGY

The objectives of our audit were to ensure that all funds were accounted for and to determine if appropriate internal controls were in place to protect the funds from loss or misuse. We performed counts of the imprest funds maintained at NRC Headquarters - One White Flint North and at Regions I and II, interviewed cognizant personnel including fund cashiers, and reviewed applicable documentation.

Our audit was performed in accordance with generally accepted Government auditing standards.

IMPREST FUND SUMMARIES

HEADQUARTERS - ONE WHITE FLINT NORTH IMPREST FUND

Location: Bethesda, Maryland Date of Count: December 28, 1993

Principal Cashier: Tonya Newman

Verification of Funds

Amount of Funds Advanced: \$ 40,000.00

Accounted for as follows:

Currency and Coin	\$ 7,169.72
Reimbursement Checks	2,261.50
Unscheduled Vouchers	3,760.49
Unreimbursed Vouchers	9,096.13
Interim Receipts	2,712.16
Cash Advanced to Alternate Cashiers	10,000.00
Cash Advanced to Sub- Cashiers	<u>5,000.00</u>

Total accounted for: \$ 40,000.00

REGION II IMPREST FUND

Location: Atlanta, Georgia Date of Count: January 11, 1994

Principal Cashier: Kenneth Hendricks

Verification of Funds

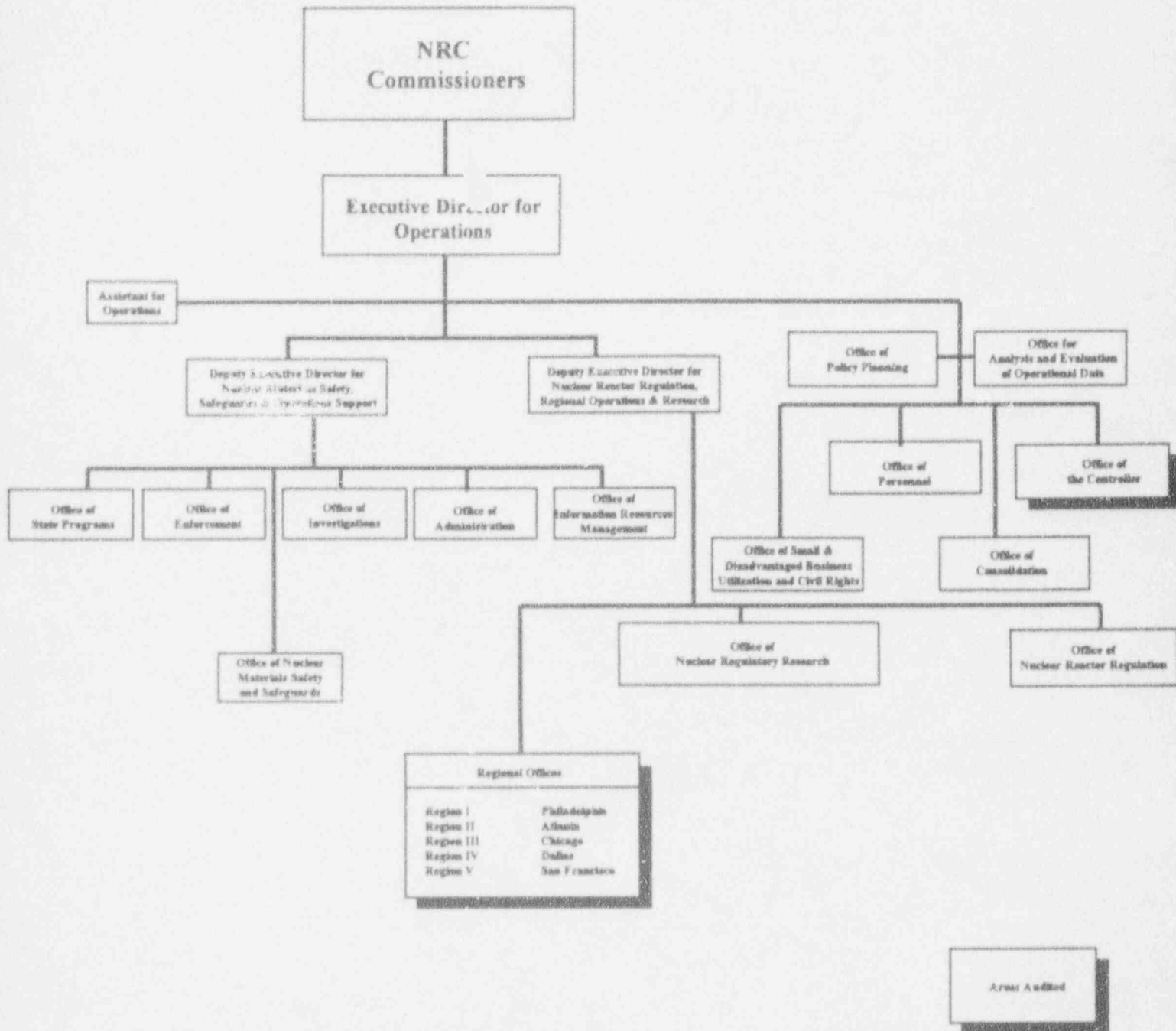
Amount of Funds Advanced: \$ 35,000.00

Accounted for as follows:

Currency and Coin	\$ 14,847.67
Reimbursement Checks	2,100.81
Unscheduled Vouchers	3,088.47
Unreimbursed Vouchers	9,238.05
Interim Receipts	725.00
Cash Advanced to Alternate Cashiers	<u>5,000.00</u>

Total accounted for: \$ 35,000.00

U.S. NRC FUNCTIONAL ORGANIZATION CHART



MAJOR CONTRIBUTORS TO THIS REPORT

William L. Glenn, Team Leader

Gary S. Janosko, Senior Auditor