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UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS
Washington, D. C. 20242

NOV 15 1968

BIAM Release 24-2

Memorandum

To: Holders of 24 BIAM
From: Assistant Commissioner for Administration
Subject: 24 BIAM 1 Accounting Services Staff

The attachment replaces 24 BIAM 1 dated August 21, 1968.

Donald J. Lawley
ACTING Assistant Commissioner
for Administration

Filing instructions for material transmitted:

- (a) Remove superseded material:
24 BIAM 1 dated August 21, 1968 (1 sheet)
- (b) Insert new material transmitted:
24 BIAM 1 (1 sheet)
- (c) Pen and ink changes:
None

BIA, Office of Planning & Policy Analysis
South Interior Building, Room 52

~~BIAM Records~~

ACCOUNTING SERVICES STAFF

1.1 Organization, Objectives, Requests and CorrespondenceA. Organization

- (1) Central Office. The accounting services activities are administered under the direction of the Chief, Accounting Services Staff, who reports to the Assistant Commissioner for Administration.
- (2) Field Office. The Accounting Services Staff has one field office located at Littleton, Colorado, under the direction of a Supervisory Auditor who reports to the Chief, Accounting Services Staff.

B. Objectives. The primary objective of the Accounting Services Staff is to provide an audit service to the tribes; student activity funds and banks; Bureau ISSDA accounts; cashier accounts at the Employment Assistance Offices, and other administrative accounting services as requested. In addition, and to the extent possible, it furnishes an accounting service to Tribal Housing Authorities. The accomplishment of these objectives includes a review of the tribes' diversified financial affairs and a testing of controls established to prevent dissipation of the tribes' property and other assets.

C. Request for Tribal Accounting Assistance. Generally, requests for tribal accounting assistance should be supported by a duly adopted resolution from the governing body of the tribe. Under unusual circumstances, tribal accounting assistance may be given when a written request is received from the chairman of the tribe's governing body, the Superintendent, Area Director or other Bureau official.

D. Correspondence. Correspondence relative to the Accounting Services Staff program should be directed to the attention of the Chief, Accounting Services Staff, Bureau of Indian Affairs, 1951 Constitution Avenue, Washington, D. C. 20242.

~~24 BIAM-1, 11/15/68~~

24-2, 11-15-68