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From: Agran, Howard - SOL [mailto:Agran.Howard@DOL.gov]
Sent: Tuesday, May 27, 2003 10:30 AM
To: Darden, Thomas - OIG
Cc:

Subject: RE: DOLFA - Draft Report

I have circulated your report among our Board members and now can reply. First, it has been necessary for us to keep in mind the fact that the report deals with our circumstances in 2001. There have been some significant changes since then, particularly with the opening of our membership to non-DOL Federal employees. Moreover, we want to thank you for the efforts you have expended in providing truly professional advice. We have tried to view our circumstances from both the practical side as well as in terms of proper accounting methods.

With respect to our obtaining a credit or debit card, we believe that our current practice of either using our checks or reimbursing someone's credit card purchase, on receipt of the purchased object(s) and with proper receipts, has been working well and provides the opportunity for some oversight for all of our purchases. We are somewhat concerned that a credit or debit card may permit more opportunity for abuse as it could be used without any oversight.

Regarding petty cash, we have very little use for petty cash, but currently keep a small petty cash fund for which a record and receipts are maintained. In response to recommendations made back in 2001, we are no longer writing checks to cash, but instead to the name of the individual who will be making use of the petty cash monies. That way a lost check made out to cash cannot be negotiated without recrimination.

We have made an inventory of our equipment. It is up to us to keep it current. It is in Maria Haliniak's hands and we have to be sure, for instance, that our latest purchases, currently the new treadmill, has/have been added to the list.

We agree that it is necessary for us to require our members to sign-in at the Fitness Center. We will have to notify all our members of this requirement and supplement that with timely reminders. We should tell them the requirement is due to insurance (FECA) requirements. Currently, there are potentially three different sign-in sheets, if a member is taking a class. We propose modifying the class sign-in sheets to one, because of the likelihood that people will not sign-in three time. If our members sign in at least on one of the sheets and we keep each record, then if in the future we need to confirm their presence in the FC on a certain day, we will have the record for that day (within the last 3 years as recommended).

Thank you again for your efforts. If we can provide any other information, please call upon us.