

16
February 15, 1994

MEMORANDUM NO. 16
Series of 1994

T O : Dr. Manuel K. Palomar

SUBJECT : VISCA Dollar Account #011-095-87

The 1992 Annual Audit Report mentions of dollar accounts not booked up in our books of accounts.

As one of the signing officers of SA #011095-87, you are hereby directed to submit a report on Account No. 011-095-87 to this Office not later than February 28, 1994.


Your report should include the following information:

1. A brief statement on where the money deposited in the account came from.
2. A listing of the amount withdrawn from the bank and a statement on how it was expended.

The documents supporting every amount deposited and those withdrawn should also be submitted.

These pieces of information are needed to brief our Auditor on the status of our implementation of COA's audit findings.

For compliance.



SAMUEL S. GO
President