



UNITED STATES GENERAL ACCOUNTING OFFICE
WASHINGTON REGIONAL OFFICE
FIFTH FLOOR
803 WEST BROAD STREET
FALLS CHURCH, VIRGINIA 22046

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Dear Mr. Kirks:

We have made an audit of the payroll and leave records for selected employees of the Administrative Office of the United States Courts through January 11, 1969. Our audit included an evaluation of payroll procedures and administration and a verification of payroll, leave, and personnel records for selected pay periods.

We found that the administration of payroll and leave was generally performed in a satisfactory manner. Certain minor deficiencies noted during our audit were discussed with members of your staff who indicated that corrective action had been taken or is planned.

We wish to acknowledge the courtesies and cooperation extended to our representatives during the audit.

Sincerely yours,

D. L. Scantlebury
Regional Manager

Mr. Roland F. Kirks, Director
Administrative Office of the United States Courts
Supreme Court Building
Washington, D.C. 20544

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