




November 21, 2014

MEMORANDUM FOR: George Jenkins, Chief Financial Officer
Office of Financial Resource Management
National Institute of Standards and Technology



FROM: Andrew Katsaros
Principal Assistant Inspector General for Audit and Evaluation

SUBJECT: Audit of controls over the National Institute of Standards and
Technology's working capital fund

As part of our fiscal year 2015 audit plan and in response to a congressional request, we are initiating an audit of the National Institute of Standards and Technology's (NIST) working capital fund. Our overall objective will be to evaluate budgetary controls over the working capital fund. As part of this audit we will review NIST's budget process and financial management of the fund.

We look forward to meeting with you on November 25, 2014, for an entrance conference, at which time we will discuss our audit scope and methodology in more detail.

If you have questions regarding this audit, please contact me at (202) 482-7859 or Chris Kapek, Acting Regional Inspector General for Audit, at (206) 220-4717. Thank you in advance for your cooperation.

cc: Catherine Fletcher, Director, Management and Organization Division, NIST
David Swanson, Audit Liaison, Management and Organization Division, NIST
Eddie Rivera, Budget Division, Office of Financial Resource Management, NIST
Marvin Washington, Finance Division, Office of Financial Resource Management, NIST
MaryAnn Mausser, Acting OIG Audit Liaison, Office of Performance, Evaluation and Risk
Management, Office of the Secretary