



June 10, 2016

MEMORANDUM FOR: T. MICHAEL KERR  
Assistant Secretary  
for Administration and Management

GEOFFREY KENYON  
Principal Deputy Chief Financial Officer

*Elliot P. Lewis*

FROM: ELLIOT P. LEWIS  
Assistant Inspector General  
for Audit

SUBJECT: Audit of the Department's  
Working Capital Fund

Please be advised that the Office of Inspector General is initiating an audit of the Department's Working Capital Fund. Our focus will be on the Working Capital Fund's budget and cost calculations, and the methodology used to allocate costs to component agencies.

We will contact your audit liaison to schedule a meeting to discuss the audit objective(s), scope, and methodology. We plan to begin work immediately after our meeting and would appreciate your notifying appropriate agency officials of our plans.

If you have questions, please contact Tracy M. Katz, Audit Director, at (202) 693-5161.

cc: Edward C. Hugler  
Deputy Assistant Secretary for Operations

Karen Tekleberhan  
Deputy Chief Financial Officer

Robert A. Balin  
OCFO Audit Liaison