

Urban Corps

# CITY OF ATLANTA

DEPARTMENT OF FINANCE

501 CITY HALL

ATLANTA, GEORGIA 30303

July 28, 1969



CHARLES L. DAVIS  
DIRECTOR OF FINANCE

EDGAR A. VAUGHN, JR.  
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DEPUTY DIRECTOR OF FINANCE

Memorandum

To: George Berry

From: Linda Anderson *la*

Subject: Atlanta Children and Youth Services Council  
Accounts Receivable from Atlanta Urban Corps

Thanks for the three miscellaneous requisitions which you forwarded to me on July 17, 1969, as follows:

(1) MR #16 - <u>net</u> salaries	\$1,315.11
(2) MR #15 - office supplies	33.86
(3) MR #14 - postage	20.00

I am sending MR #16 to accounts payable for processing, however, I am holding MR #14 and MR #15 for further verification.

The report furnished to me by Mike Aarons of our Audit Staff indicated an account receivable for office supplies of \$35.00. By copy of this memo, I am requesting Mike to verify the amount for me.

The charge for postage would have arisen from use of the Youth Council's postage machine. By copy of this memo, I am requesting Martin Burke to check their postage log and advise if the amount is correct. (This figure would not have been picked up on Mike's audit as his records would indicate total expenditures from postage rather than any usage allocation).

cc: Martin Burke, Youth Council  
Mike Aarons, Audit Division