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United States Senate

COMMITTEE ON SMALL BUSINESS
WASHINGTON, DC 20510-6350

July 17, 2000

The Honorable Aida Alvarez
Administrator
Small Business Administration
409 Third Street, S.W.
Washington, D.C. 20416

Dear Ms. Alvarez:

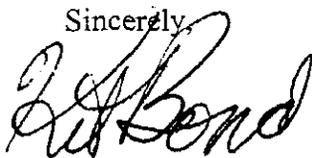
During Fiscal Year 1999, you requested that the Office of Inspector General (OIG) at the Small Business Administration (SBA) undertake an examination of the Agency's "Reserve Account." In response, the OIG prepared an "Advisory Memorandum" (Number 99-01) and delivered it to you on April 29, 1999. A copy of this Memorandum was provided to me by the Inspector General (IG), and it is my understanding it has been posted on the website of the OIG.

In order for the Committee on Small Business to conduct its oversight of the activities of the SBA, I request that SBA provide the Committee with a copy of the ledger setting forth how the money was spent or obligated from the FY 1999 "Reserve Account." The ledger should include, but not be limited to, the date of the transaction, the office, the amount, and the item description/purpose of the expenditure or obligation.

According to the OIG's Advisory Memorandum, the "Reserve Account" was "maintained by the Office of the Chief Financial Officer (OCFO) on an Excel spreadsheet" that was updated as each transaction was approved by the Chief Financial Officer (CFO), the Administrator or the Deputy Administrator. In order for the Committee to conduct its ongoing work, please make this document available to us no later than Tuesday, July 18, 2000, at 12 P.M..

Thank you for your attention to this request. If you have any questions, please feel free to call me or have your staff contact the Committee's Chief Counsel, Paul Cooksey, at (202) 224-

Sincerely,



Christopher S. Bond
Chairman