

TRIBAL & ADMINISTRATIVE ACCOUNTING SERVICES STAFF1. Organization, Objectives, Requests and CorrespondenceA. Organization.

- (1) Central Office. The Tribal & Administrative Accounting Services Staff activities are administered under the direction of the Chief, Tribal & Administrative Accounting Services Staff, who reports to the Director, Office of Trust Responsibilities.
- (2) Field Office. The Tribal & Administrative Accounting Services Staff has one field office located at Littleton, Colorado, used as headquarters for the auditors when not on assignment to a Tribal or other Bureau related Office.

B. Objectives. The primary objective of the Tribal & Administrative Accounting Services Staff is to provide an audit service to the Tribes; student activity funds and banks; Bureau ISSDA accounts; cashier accounts at the Employment Assistance Offices; Agency imprest funds; and other administrative accounting services as requested. The accomplishment of these objectives includes a review of the Tribe's diversified financial affairs and a testing of controls established to prevent dissipation of the Tribes' property and other assets.

C. Request for Tribal Accounting Assistance. Generally, requests for Tribal accounting assistance should be supported by a duly adopted resolution from the governing body of the Tribe. Under unusual circumstances, Tribal accounting assistance may be given when a written request is received from the Chairman of the Tribe's governing body, the Superintendent, Area Director or other Bureau official.

D. Correspondence. Correspondence relative to the Tribal & Administrative Accounting Services Staff program should be directed to the Chief, Tribal & Administrative Accounting Services Staff, Bureau of Indian Affairs, 1951 Constitution Avenue, N.W., Washington, D.C. 20245.