

ADMINISTRATIVE PLAN

1961

STATE BOARD OF ADMINISTRATION - MEMPHIS

I. PURPOSE

1. This Administrative Plan covers the administration of an organization having the same aim as the United States Government in its efforts to control Communism in MEMPHIS. MEMPHIS does not exercise any control over the activities of the groups but it is merely financing their actions.

II. BUDGETS

2. The MEMPHIS Executive Committee has appointed a former MEMPHIS Certified Public Accountant, as Controller. Under his direction, and with MEMPHIS advice and consent, an accounting system has been installed to provide appropriate data for funds received and disbursed by MEMPHIS. The MEMPHIS Controller shall submit monthly budget estimates for expenditure for review and approval by MEMPHIS as a basis for monthly funding. These estimates shall be reviewed and approved by the Chief of Station, MEMPHIS, providing they are in conformance with price approved limitations imposed by MEMPHIS. Budgets in excess of the MEMPHIS limitation must be forwarded to MEMPHIS for approval.

III. FUNDING

3. Funding of MEMPHIS is conducted under the overall report MEMPHIS approval within funds approved in the project MEMPHIS report. Actual disbursement of funds will be controlled in a memorandum with the assistance of the Controller, MEMPHIS, Chief of Station, MEMPHIS and accountability transferred to the Certifying Officer, MEMPHIS.

IV. FINANCIAL REPORTING

4. Monthly, the Controller of MEMPHIS will forward to the MEMPHIS Certifying Officer a summary for funds received and disbursed during the month. In addition, the Controller MEMPHIS will provide the Certifying Officer MEMPHIS with a monthly listing of salaries and dependent payments made by MEMPHIS. These computations shall show at least the

beginning and balance on hand, cash receipts during the period and the general ledger for which the funds were expended, together with a monthly statement. The statements shall be certified to be true and accurate by the JMWAVE Comptroller. Because of the large sums which are expected to be provided JMWAVE during the course of Project JMWAVE, the responsible JMWAVE Case Officer should encourage the submission of details beyond the minimum accounting requirements stated above to the maximum extent permitted by the operational relationship.

V. JMWAVE OFF

3. Dated upon the transfer of accountability from Headquarters, and acknowledgment of receipt of funds in the monthly JMWAVE accounting, the JMWAVE Certifying Officer is authorized to write such amounts off to JMWAVE and to establish them in appropriate separate accounts for further accounting. The monthly summary accountings shall be reviewed by the Chief of Section, JMWAVE, to ascertain they are in general conformity with the budget estimate submitted for the month under review, and forwarded to JMWAVE Headquarters for approval. The Chief, Secretary and/or Political Action Sections, JMWAVE, will review the accountings. The reviewers shall certify that to the best of their knowledge and belief the accountings are true and correct and funds spent for purpose for which intended. After review they will be forwarded to the Chief, JMWAVE for his certification that to the best of his knowledge and belief the expenditures included therein are reasonable and necessary in the execution of the mission of the JMWAVE. The JMWAVE Certifying Officer shall be authorized to certify the accountings as true and correct and to certify the amount of funds expended for the month.

VI. JMWAVE

The activity shall be conducted in accordance with the provisions of the JMWAVE Act and the JMWAVE Regulations. The JMWAVE shall be subject to the provisions of the JMWAVE Act and the JMWAVE Regulations.

VII. TERMINATION

This activity shall not be liquidated except under the provisions of an approved liquidation plan.

APPROVED, by direction of D/S

[Redacted Signature]

D/S

[Handwritten Signature]

APPROVED, by direction of D/S

[Redacted Signature]

D/S

Date