

STATE OF NEW HAMPSHIRE
 Department of Environmental Services
 Water Division – Internal Control Review
 Agency Income Revenues

Audit Report Date: October 2015

AUDIT FINDING Corrective Action Plan FINAL

Status as of September 2019

Completion Status:

- Open ●
- Partially Resolved ●●
- Substantially Resolved ●●●
- Fully Resolved ●●●●

Obs #	Observation Title	Recommendation	Action Item	Due Date	Completion Status	Comments
1	<i>Update Policies and Procedures for all significant financial activities</i>	Update and establish policies and procedures to support current processes. Ensure procedures are available to all staff and employees are trained in current procedures.	All policies and procedures have been updated to incorporate audit recommendations.	Completed	●●●●	
2	<i>Establish Revenue reconciliation controls</i>	Design and implement a control process for reconciliation of financial activity.	Revenue reconciliation procedures have been updated.	Completed	●●●●	
3	<i>Expend Revenue Account Structure</i>	Expand the chart of accounts to allow for more detailed recording and reporting of fees for dedicated funds	The chart of accounts has been reviewed and expanded as deemed necessary by the department.	Completed	●●●●	
4	<i>Establish a formal risk assessment process</i>	Establish a formal risk assessment policy and procedure.	All policies and procedures have been updated to incorporate audit recommendations.	Completed	●●●●	
5	<i>Budget and record revenue in the appropriate account</i>	Implement policies and procedures to ensure revenues are posted to proper accounts	All policies and procedures have been updated to incorporate audit recommendations.	Completed	●●●●	

6	<i>Account for and report receipts in the dedicated funds and accounts</i>	Modify the chart of accounts to ensure revenues are credited to individual accounts in accordance with statute	The chart of accounts has been reviewed and expanded as deemed necessary by the department.	Completed	●●●●	
7	<i>Improve cash receipt processing controls</i>	Strengthen processes for handling of checks prior to their recording in NH FIRST	Cash receipt processes have been strengthened.	Completed	●●●●	
8	<i>Improve controls over the Dam Bureau's invoicing processes</i>	Improve controls over the Bureau's invoicing process to ensure duties are properly segregated and approvals are documented	Controls have been improved and now require an independent supervisory approval.	Completed	●●●●	
9	<i>Improve oversight of the streamflow gaging agreements</i>	Update agreement with USGS for stream gaging maintenance and operation	The USGS agreement has been updated.	Completed	●●●●	
10	<i>Support all significant information technology system developments with an approved, stand development process</i>	Develop a standard development process for all significant information technology system development efforts	DES in conjunction with DOIT has developed a standard process for all significant IT system development.	Completed	●●●●	
11	<i>Revise employee identifier in time management system</i>	Revise personal identification information in time management system to safeguard PII data	PII data within the time management system has been removed.	Completed	●●●●	
12	<i>Submit statutorily required reports</i>	Develop system to ensure quarterly and annual statutory required reports are filed timely or seek legislation to remove the reporting requirement	DES has developed a system to track due dates for legislative reporting and has worked with the legislature to reduce or eliminate reporting requirements.	Completed	●●●●	