

Agency Name	Department of Justice
Audit Name	LBA Financial Audit Report
Audit Period	March 31, 2014
Status Report Date	July 24, 2019

Summary of Audit Observations/Findings					
Number	Observation Title	Status [place X in status column]			
		Unresolved	Partially Resolved	Substantially Resolved	Fully Resolved
1	Lack of Formal Risk Assessment Tools.			X	
2	During the nine months ended March 31, 2014, the DOJ's chart of accounts and related accounting policies and procedures did not support and report certain aspects of the financial activities in NHFirst.				X
3	Settlement money should not be held indefinitely.				X
4	Review checking account reconciliations.				X
5	Establish policies and procedures to promote compliance with RSA 15-A.				X
6	Improve timeliness of Charitable Trust Filing Information.		X		
7	Perform Debt Collection retention calculation annually.			X	
8	Improve controls over currency held as evidence.		X		
9	Strengthen financial and operational controls over Assistant Deputy Medical Examiners (ADMEs).			X	
10	Improve ADMEs payment controls.				X
11	Adopt required Administrative Rules.		X		
12	ADME-Charge Statutory Fee.	X			
13	File required reports.		X		

Observation 1: No Formal Risk Assessment Tools.

Summary of Finding: To create risk assessment policies and procedures.

Current Status: Substantially Resolved. The Department has been involved in utilizing the Internal Control Toolkit from the Department of Administrative Services and has been actively performing risk assessments. The next step in the process is to implement the controls to minimize risks. Estimated completion date is June 30, 2020.

Observation 2: During the nine months ended March 31, 2014, the DOJ's chart of accounts and related accounting policies and procedures did not support and report certain aspects of the financial activities in NHFirst.

Summary of Finding: Perform a thorough review of financial activities and chart of accounts.

Current Status: Fully Resolved June 30, 2015. Reflected in NHFirst as required.

Observation 3: Settlement money should not be held indefinitely.

Summary of Finding: Plans should be made for unspent settlement money in escrow and revolving accounts.

Current Status: Fully Resolved. Perform procedure of first in-first out basis of payments beginning July 1, 2015 and through legislation changes to RSA 7:6-e; Disposition of Funds Obtained by the Attorney General, beginning January 1, 2017.

Observation 4: Review checking account reconciliations.

Summary of Finding: Strengthen controls over the checking account activity by establishing a policy and procedure for supervisory review and approval.

Current Status: Fully Resolved July 1, 2014. Separation of duties implemented to ensure proper reconciliation of checking account.

Observation 5: Establish policies and procedures to promote compliance with RSA 15-A.

Summary of Finding: Department needs to regularly update the Secretary of State's Office with Financial Interest Statements.

Current Status: Fully Resolved July 1, 2015. Annual Financial Interest Statements sent to the Secretary of State's Office.

Observation 6: Improve timeliness of Charitable Trust Filing Information.

Summary of Finding: Review and resolve the causes of delays in processing charitable trust organizations' annual report filings.

Current Status: Partially Resolved. The Charitable Trust Unit has part time resources to help with the backlog and the unit has implemented electronic submittal systems for charitable trust organizations to submit shared forms, used by the Charitable Trust Unit and the Department of Revenue, only one time instead of multiple times. The Charitable Trust Unit continues to work on a fully functional electronic filing system. Estimated completion date is July 1, 2021.

Observation 7: Perform Debt Collection Retention Calculation Annually.

Summary of Finding: In consultation with the Commissioner of Administrative Services, calculate the percentage of each debt collected on an annual basis.

Current Status: Substantially Resolved: Debt Collection calculation processes active for Fiscal Year 2020. Estimated completion date for continuation of process is July 1, 2021.

Observation 8: Improve controls over currency held as evidence.

Summary of Finding: Implement controls over currency evidence and how it is stored pending final disposition.

Current Status: Partially Resolved. Actively working on best practices for storing currency evidence as needed for prosecution. Estimated completion date is unknown at this time.

Observation 9: Strengthen financial and operational controls over Assistant Deputy Medical Examiners (ADMEs).

Summary of Finding: Monitor and assure reasonable distribution of work amongst ADMEs. MOAs should have defined guidelines.

Current Status: Substantially Resolved: New MOAs were put in place as of July 1, 2015 with tighter controls over work distribution. There are still a few outstanding items to address on work distribution. Estimated completion date July 1, 2021.

Observation 10: Improve ADMEs payment controls.

Summary of Finding: Establish policies and procedures to ensure the Forensic Investigator's review of ADME invoices is documented and approved to include a more detailed description of travel incurred by case.

Current Status: Fully Resolved July 1, 2015. Forensic Investigator, with the support of the Administrative Assistant, reviews, tracks and signs off on all ADME invoices.

Observation 11: Adopt required Administrative Rules.

Summary of Finding: The Department must keep current on its rules.

Current Status: Partially Resolved. The Department has been having resource issues but plans to centralize and organize rule deadlines in all areas where rulemaking is required. Estimated completion date is July 1, 2022.

Observation 12: ADME-Charge Statutory Fee

Summary of Finding: The Department needs to charge statutory fees for services as provided in RSA 325-A:18. If the Department determines the statutory fees should be waived, the Department should request an appropriate amendment to the statute.

Current Status: Unresolved. The Department has not submitted legislation to amend RSA 325-A:18 to waive the cremation fee in welfare cases or when it is a special case involving an infant. Estimated completion date is July 1, 2022.

Observation 13: File required statutory reports.

Summary of Finding: The Department should file the required reports on an annual basis.

Current Status: Partially Resolved. The Department will develop a process to identify and monitor the RSA's with reporting requirements and deadline reminders. Estimated completion date is July 1, 2021.
