

Agency Name	Office of Professional Licensure and Certification
Audit Name	Board of Medicine
Audit Period	March 2013
Status Report Date	June 2020

Summary of Audit Observations/Findings					
Number	Observation Title	Status [place X in status column]			
		Unresolved	Partially Resolved	Substantially Resolved	Fully Resolved
1	Additional Assistance with Designing and Establishing Internal Controls Should be Sought				X
2	Security Over the Storage and Transfer of Confidential Information Should be improved				X
3	Board Management Should Regularly Review Financial Activity Reports				X
4	Internal Controls Over Revenue Processing Should be Strengthened				X
5	Accounting and Recording Policies and Procedures for Board-Assessed Fines Should be Improved				X
6	Agreement with the Department of Justice Describing the Scope and Extent of Anticipated APU Services Should be Established				X
7	More Detailed Agreement for Services Provided by DHHS Should be Established				N/A
8	Adherence to the State's Financial Period Closing Procedures Should be Improved				X
9	Formal Risk Assessment Should be Established				X
10	Disaster Recovery and Business Continuity Plans Should be Established				X

EXAMPLE Observation 1: No Formal Risk Assessment over XYZ program

Summary of Finding: Agency has not performed a formal risk assessment. An effective assessment is the foundation for developing and implementing effective internal controls to eliminate, mitigate or otherwise manage identified risks.

Current Status: Substantially Resolved. Agency in connections with DAS, utilized the Internal Control Toolkit and performed a formal risk assessment. The next step is to implement new processes and controls to minimize the identified risks. Completion Date estimated: August 2019

Observation 1: Additional Assistance with Designing and Establishing Appropriate Internal Controls Should Be Sought

Summary of Finding:

The Board lacks sufficient financial internal controls

Current Status:

The Board is now a part of OPLC and follows its financial control policies.

Observation 2: Security Over the Storage and Transfer of Confidential Information Should be improved

Summary of Finding:

The Board did not have employee computer use policy and stored confidential data on flashdrives without encrypting or password protecting them.

Current Status:

OPLC has a computer use policy. The Board now uses encrypted flash drives.

Observation 3: Board Management Should Regularly Review Financial Activity Reports

Summary of Finding:

The Board does not regularly review financial reports for errors.

Current Status:

This is now the function of the OPLC Finance Department.

Observation 4: Internal Controls Over Revenue Processing Should Be Strengthened

Summary of Finding:

Revenues are not recorded promptly, cash receipt is not tracked properly, checks are not secured before deposit, or deposited promptly.

Current Status:

This is now the function of the OPLC Finance Department. All checks are deposited within 24 hours per RSA 6:11-a, locked up when unattended and cash is tracked with consecutive numbered receipts.

Observation 5: Accounting and Recording Policies and Procedures for Board-Assessed Fines Should Be Improved

Summary of Finding:

The Board does not adequately track fines levied, or maintain an accounts receivable ledger or aging.

Current Status:

Fines are entered into the MLO licensing system, which produces appropriate reporting. The Board tracks these fines.

Observation 6: Agreement with the Department of Justice Describing the Scope and Extent of Anticipated APU Services Should be Established

Summary of Finding:

The Board should have a MOU with the APU to cover the work it performs for the Board

Current Status:

Board of Medicine is now part of the OPLC and OPLC's operating budget takes care of payments to the APU for all the Boards, including the Board of Medicine.

Observation 7: More Detailed Agreement for Services Provided by DHHS Should Be Established

Summary of Finding:

The Board does not have an agreement with DHHS outlining the services DHHS provides to the Board.

Current Status:

The Board is now a part of OPLC and governed by RSA 310-A:1. DHHS no longer provides services to the Board.

Observation 8: Adherence To The State's Financial Closing Period Should Be Improved.

Summary of Finding:

Cash receipts were not reported at FYE 2013

Current Status:

This is now the function of the OPLC Finance Department.

Observation 9: Formal Risk Assessment Should Be Established

Summary of Finding:

The Board does not have operation, compliance, strategic or reputation formal risk assessment processes.

Current Status:

This is now a function of the OPLC Administrative Department.

Observation 10: Disaster Recovery and Business Continuity Plans Should Be Established

Summary of Finding:

The Board has not established a disaster recovery and business continuity plan.

Current Status:

This is now a function of the OPLC Administrative Department.