

LBA Financial Audit Report Summary:

Department of Justice Audit Report for the Eighteen Months Ended December 31, 1995

New Hampshire Revised Statutes Annotated (RSA) 21-M, effective July 1, 1985, established the Department of Justice. In accordance with RSA 21-M, the Department is responsible for the following general functions:

- Advising and representing the State and its executive branch agencies in all civil matters.
- Supervising and conducting criminal investigations and prosecutions.
- Enforcing the various consumer protection and antitrust laws of the State.
- Assisting and advising those agencies charged with protecting the environment and enforcing the environmental laws of the State.

The Department is under the executive direction of the attorney general, a constitutional officer appointed by the Governor, with the consent of the Council, to a four year term.

Our report included nine observations regarding weaknesses in the internal control structure, three regarding noncompliance with state laws and regulations, two regarding noncompliance with federal laws and regulations, and one management issue.

Observations included:

- weaknesses in revenue processing and recording;
- weaknesses in the handling and disposition of checks issued to Drug Task Force agents;
- untimely submission of the Drug Asset Forfeiture Guidelines to the House Judiciary and Family Law and the Senate Judiciary Committees; and
- questioned costs charged to a federal grant.

We recommended that the Department:

- record and restrictively endorse checks upon initial receipt, keep check movement/handling to a minimum, segregate revenue recording, maintenance of accounts receivable records, and check handling/deposit duties, and perform a review of the revenue documentation and related account posting;
- develop, document, and implement policies and procedures for the handling and disposition of checks made payable to Drug Task Force agents;
- implement procedures that will ensure the Drug Asset Forfeiture Guidelines are submitted as directed by state statute; and

- resolve the questioned costs with the federal grantor.