



Susan Montee, JD, CPA
Missouri State Auditor

Office of Governor

Period July 1, 2008 to
January 12, 2009, and the
Year Ended June 30, 2008



June 2009

Report No. 2009-67

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Office of the
Missouri State Auditor
Susan Montee, JD, CPA

June 2009

The following report is our audit of the Office of the Governor.

On January 10, 2005, Matt Blunt was inaugurated as the state's fifty-fourth governor. His term expired on January 12, 2009. On that date, Jeremiah W. (Jay) Nixon was inaugurated as the state's fifty-fifth governor.

A payment, totaling over \$13,800, for flights taken on the state aircraft in April 2008 was not made until August 2008, in the next fiscal year. Additionally, documentation supporting the method/criteria for selecting legal counsel for the Governor relating to an open records matter was not prepared and retained. Invoices, totaling over \$401,000, included attorney rates ranging from \$110 to \$300 per hour, legal counsel travel costs, and late charges. According to the Chief of Staff, the selection of this legal counsel was at the discretion of the Governor. Also, some legal expenses were not paid in a timely manner and were not made in the proper fiscal year. Late payment charges totaled over \$1,000.

The report also includes the auditor's follow-up on the action taken by the Office of Governor on our prior audit report findings.

All reports are available on our Web site: auditor.mo.gov

YELLOW SHEET

OFFICE OF GOVERNOR

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STATE AUDITOR'S REPORT



SUSAN MONTEE, JD, CPA
Missouri State Auditor

Honorable Matt Blunt
and
Honorable Jeremiah W. (Jay) Nixon, Governor
Jefferson City, Missouri

We have audited the Office of Governor. The scope of our audit included, but was not necessarily limited to, the period July 1, 2008 to January 12, 2009, and the year ended June 30, 2008. The objectives of our audit were to:

1. Determine if the office has adequate internal controls over significant management and financial functions.
2. Determine if the office has complied with certain legal provisions.
3. Evaluate the economy and efficiency of certain management practices and operations, including certain revenues and expenditures.
4. Determine the extent to which recommendations included in our prior audit report were implemented.

Our methodology included reviewing written policies and procedures, financial records, and other pertinent documents; interviewing various personnel of the office, as well as certain external parties; inspection of capital assets; analysis of comparative data obtained from external or internal sources; and testing selected transactions.

We obtained an understanding of internal controls that are significant within the context of the audit objectives and assessed whether such controls have been properly designed and placed in operation. We also tested certain of those controls to obtain evidence regarding the effectiveness of their design and operation. However, providing an opinion on the effectiveness of internal controls was not an objective of our audit and accordingly, we do not express such an opinion.

We obtained an understanding of legal provisions that are significant within the context of the audit objectives, and we assessed the risk that illegal acts, including fraud, and violations of contract, grant agreement, or other legal provisions could occur. Based on that risk

assessment, we designed and performed procedures to provide reasonable assurance of detecting instances of noncompliance significant to those provisions. However, providing an opinion on compliance with those provisions was not an objective of our audit and accordingly, we do not express such an opinion. Abuse, which refers to behavior that is deficient or improper when compared with behavior that a prudent person would consider reasonable and necessary given the facts and circumstances, does not necessarily involve noncompliance with legal provisions. Because the determination of abuse is subjective, our audit is not required to provide reasonable assurance of detecting abuse.

We conducted our audit in accordance with the standards applicable to performance audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform our audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides such a basis.

The accompanying History and Statistical Information is presented for informational purposes. This information was obtained from the office's management and was not subjected to the procedures applied in our audit of the office.

The accompanying Management Advisory Report presents our finding arising from our audit of the Office of Governor.

A handwritten signature in black ink, appearing to read "Susan Montee".

Susan Montee, JD, CPA
State Auditor

The following auditors participated in the preparation of this report:

| | |
|---------------------|-----------------------|
| Director of Audits: | John Luetkemeyer, CPA |
| Audit Manager: | Toni M. Crabtree, CPA |
| In-Charge Auditor: | Robyn Lamb |
| Audit Staff: | Kimberly Shepard |

MANAGEMENT ADVISORY REPORT -
STATE AUDITOR'S FINDING

OFFICE OF GOVERNOR
MANAGEMENT ADVISORY REPORT -
STATE AUDITOR'S FINDING

| |
|---------------------|
| Expenditures |
|---------------------|

Some office expenditures were not paid in a timely manner, and documentation supporting the criteria used for selecting legal counsel was not prepared and retained.

A. The payment for flights taken on the state aircraft in April 2008 was not made in a timely manner. Although payments, totaling over \$21,000, for flights taken on the state aircraft in March and May 2008 were made in June 2008; the payment, totaling over \$13,800, for flights taken in April 2008, was not made until August 2008, in the next fiscal year. All expenses should be paid in a timely manner to ensure they are charged to the correct fiscal year.

B. The criteria for selecting legal counsel for the Governor was not prepared and retained. In addition, the payments for these legal services, totaling over \$401,000, were not made in a timely manner.

- 1) Documentation supporting the method/criteria for selecting legal counsel for the Governor relating to an open records matter was not prepared and retained. Invoices included attorney rates ranging from \$110 to \$300 per hour, legal counsel travel costs, and late charges. According to the Chief of Staff, the selection of this legal counsel was at the discretion of the Governor.

Documenting the method/criteria used for selecting legal counsel helps ensure the propriety of the decision-making process.

- 2) Some legal expenses were not paid in a timely manner or in the proper fiscal year.

Invoices, totaling almost \$96,000 and over \$105,000, for services incurred from December 2007 to May 2008 and from June 2008 to September 2008, respectively, were paid in November 2008. Invoices, totaling over \$171,000, for services incurred from October 2008 to December 2008 were paid in December 2008. Late payment charges totaled over \$1,000.

According to the Chief of Staff, the payments for these legal services were not made timely because a request by the office to the Attorney General to pay these legal expenses from the state Legal Defense Fund was not resolved.

Good business practices require timely payments of invoices. Failure to make timely payments could result in unnecessary penalties. In addition, to the extent possible, invoices should be paid in the fiscal period in which the expenses were incurred.

WE RECOMMEND, in the future, the Office of Governor ensure expenses are paid in a timely manner and charged to the appropriate fiscal year appropriations. In addition, the office should document the method/criteria for selecting legal counsel.

AUDITEE'S RESPONSE

The Office of Governor provided the following written response:

The current administration observes that the Auditor's recommendations relate to the practices of the prior administration. As a result, the current administration acknowledges the recommendations but has no further response.

The former Chief of Staff to Governor Blunt provided the following written responses:

Finding A: The Office does not disagree with the general point that expenses should be paid in a timely manner. But this finding goes further, apparently imposing a strict policy that expenses must be paid in the same fiscal year in which they are incurred. The Office knows of no legal requirements for such a policy, and the audit report cites none. Because of the necessary time lag between incurring expenses and activities necessary for payment such as receiving invoices from vendors, validating invoices, and entering data in the SAMII system, the strict rule that the audit report purports to apply is impractical in state government. In any event, this finding cites just one instance where an expense was paid in the next fiscal year.

Finding B: Again, the Office does not disagree with the general point that expenses should be paid in a timely manner. The finding first suggests that documenting the "method/criteria for selecting legal counsel helps ensure the propriety of the decision-making process." The Office knows of no legal requirement that such a decision be documented, and none is cited in the audit report. The audit report gives no explanation of how documenting such a decision impacts the quality of the decision made, and thus would appear to elevate form over substance. In any event, the selection of counsel was well-known to the public through court filings and the Missouri Accountability Portal.

The finding second notes that the invoices were not paid in a timely manner. As previously explained to your office, the delay was because of a dispute between the Office and the then-Attorney General Nixon's office over the appropriate fund from which the payments should be made. There has never been any suggestion, and the audit report makes none, that this was an inappropriate expenditure of state funds. Finally, the audit report references approximately \$1000 in late payment charges. This amount was less than one-quarter of one-percent of the invoiced amounts. The delay in payments actually allowed the state to collect interest on the funds greater than the amount of late charges.

AUDITOR'S COMMENT

While not specifically noted in our comments above, the Office of Governor exceeded its budget by paying approximately \$110,000 of expenditures incurred in fiscal year 2008 from fiscal year 2009 appropriations when unencumbered balances totaled less than \$7,000. Article IV, Section 28, of the Constitution of Missouri and Section 33.040, RSMo, provide that no obligation shall be incurred unless there is in the appropriation an unencumbered balance sufficient to pay it. In addition, the practice of overspending appropriations and using funds designated for the subsequent year to cover the overage circumvents the appropriation process.

Also, good business practices dictate documenting the method/criteria used for selecting legal counsel to help ensure the propriety of the decision-making process and greater transparency related to the expenditure of public funds.

FOLLOW-UP ON PRIOR AUDIT FINDINGS

OFFICE OF GOVERNOR
FOLLOW-UP ON PRIOR AUDIT FINDINGS

In accordance with *Government Auditing Standards*, this section reports the auditor's follow-up on action taken by the Office of Governor on findings in the Management Advisory Report (MAR) of our prior audit report issued for the 3 years ended June 30, 2007. Although unimplemented recommendations are not repeated, the office should consider implementing those recommendations.

1. State Resources

State laws were ambiguous and contradictory regarding the use of state resources by the office for political and personal purposes. The Governor used the security and some transportation resources provided by the Missouri State Highway Patrol (MSHP) for all official, political, and personal activities. He did not reimburse the state for any political or personal use.

Recommendation:

The Office of Governor pursue legislation regarding its use of state resources, including those of the MSHP, for anything other than official use. With the possible exception of security, until state law is clarified, the Governor should reimburse the state for the use of state resources for purposes other than official state business or discontinue such use.

Status:

Not implemented. Although not repeated in the current MAR, our recommendation remains as stated above.

2. Operating Costs from Other Appropriations

- A. Various employees were physically located in and supervised by the Governor's office and mansion, and performed duties attendant to programs and functions of the Office of Governor; however, the salaries of these employees were budgeted to and paid from appropriations of the Office of Administration (OA). Some individuals were fully paid from appropriations from the OA, while other individuals were paid partially by the OA and paid partially by the Office of Governor.
- B. The OA employees who performed duties for the office and mansion did not separately account for and report their time spent on work performed for the Office of Governor.

- C. The OA purchased equipment which was tracked in the state's accounting system (SAM II) as OA assets; however, the equipment was issued to and used exclusively by employees of the Governor's office and mansion.
- D. Some operating expenses of the mansion were paid from office appropriations.

Recommendation:

The Office of Governor discontinue the practice of using OA's appropriations to pay operating costs of the Governor's office and mansion. The Office of Governor should request funding levels sufficient to pay all operating costs of the office and mansion from its own appropriations. If OA personnel perform duties related to the operation of the Office of Governor, their time should be recorded and paid from the Governor's appropriations.

Status:

Not implemented. In addition to the practices above, we noted in May 2008, over \$20,000 in telecommunication, printing, and postage charges, incurred from January 2008 through April 2008, for the Governor's office was paid from an OA appropriation. According to OA personnel, this was performed to prevent the Governor's office from exceeding its appropriation. We also noted in January 2009, over \$7,000 for Governor Blunt's office and mansion encumbered expenses was paid from an OA appropriation. According to OA personnel, this was performed because the office and mansion uncommitted appropriations were low when Governor Nixon took office. Although not repeated in the current MAR, our recommendation remains as stated above.

3. Capital Assets

- A. An annual statement of changes in capital assets was not prepared and a complete list of all additions and dispositions was not maintained for either the office or mansion. Also, capital asset purchases for the office were not routinely reconciled to the property addition records in SAM II. In addition, the mansion maintained separate capital asset records and did not record and track its capital assets on SAM II.
- B. The current capital assets listing for both the office and mansion were incomplete and inaccurate.
- C. An annual physical inventory of capital assets was not performed and reconciled to capital asset records for either the office or mansion.

Recommendation:

The Office of Governor:

- A. Prepare an annual statement of changes in capital assets and account for all acquisitions and dispositions. Capital asset purchases should be reconciled to the capital asset records on a periodic basis. In addition, the mansion's capital asset records should be recorded and tracked on SAM II.
- B. Ensure complete and accurate capital asset records are maintained.
- C. Require an annual physical inventory be conducted and reconciled to the capital asset records. The documentation of the physical inventories should be retained to show compliance with state regulations.

Status:

- A. Partially implemented. A physical inventory of the mansion's capital assets was recently conducted and pictures were taken of items which could not be physically tagged. These items were recorded on SAM II; however, SAM II was not updated for tagged mansion items. In addition, the Office of Governor did not prepare an annual statement of changes in capital assets and account for all acquisitions and dispositions or reconcile capital asset purchases to the capital asset records on a periodic basis. Although not repeated in the current MAR, our recommendation remains as stated above.
- B. Not implemented. The office listing has not been substantially revised since the prior report. That report identified almost 40 items, totaling over \$91,500, which had been sent to the State Agency for Surplus Property, as well as other inconsistencies. In addition, mansion assets are accounted for with a combination of the prior listing for the mansion at January 10, 2005, as well as a picture of items that cannot be physically tagged. The 2005 listing does not include acquisition costs, acquisition dates, estimated useful life, or complete descriptions, where appropriate. While the untagged items were recorded in SAM II, the capital assets were not assigned a cost and other identifying information was not recorded. Also, the acquisition date was the date the information was recorded on SAM II, not when the item was purchased. Although not repeated in the current MAR, our recommendation remains as stated above.
- C. Partially implemented. According to office and mansion personnel, physical inventories of the office's and mansion's capital assets were recently conducted; however, complete documentation of the physical inventories were not retained and the capital asset records were not accurately updated. Although not repeated in the current MAR, our recommendation remains as stated above.

4. Mansion Functions

The mansion's calendar of events and other documentation did not include a sufficient detailed description of the purpose for each function held at the mansion to provide assurance as to the propriety of the function. In addition, neither the mansion nor the Missouri Mansion Preservation, Inc. retained a list of invitees/attendees for functions held at the mansion.

Recommendations:

The Office of Governor ensure that a complete record of all mansion functions is maintained, including a detailed purpose of the function and list of invitees/attendees, to provide accountability and assurance that taxpayer monies and state facilities are used appropriately.

Status:

Not implemented. Although not repeated in the current MAR, our recommendation remains as stated above.

5. Governor's Security Costs

The total costs for the Governor's security could not be readily determined. Significant costs of the Governor's security division, within the MSHP, were not specifically identified in the division's appropriations.

Recommendation:

The Office of Governor, in conjunction with the Department of Public Safety, MSHP, pursue appropriations for the security division sufficient to fund all division operating expenses, including personnel and vehicle expenses.

Status:

Not implemented. Although not repeated in the current MAR, our recommendation remains as stated above.

6. Office Policies and Procedures

- A. Several weaknesses were noted in the employee manual. The manual did not clearly and adequately address issues related to e-mail use and retention, or sunshine law requests. Effective June 18, 2008, office e-mails were archived on the OA permanent e-mail archiving system. The manual also did not include certain issues typically addressed in an office/employee manual, such as part-time employment, use of state resources, confidentiality, performance appraisals, and

training and development of staff. The manual did not include a statement that the office adhered to certain statewide policies, a list of the statewide policies followed, or information regarding how to access the statewide policies. Although the manual indicated that a separate Purchasing and Financial Policies and Procedures Manual was available for employees, this purchasing and policies manual was never developed, and the policy on Fair Labor Standards Act compensatory time did not comply with state law. Finally, the position of Director of Office Operations no longer existed; however, various manual sections charged this director with administrative duties.

- B. At January 1, 2007, an employee's FLSA compensatory time balance exceeded the limit allowed by state law.
- C. Contrary to office policy, the office allowed an exempt (not qualifying for compensatory and overtime regulations under the FLSA) employee to earn state compensatory time.
- D. The office did not give formal documented performance appraisals to its employees.

Recommendation:

The Office of Governor:

- A. Maintain a complete, comprehensive, and up-to-date employee manual. At a minimum, the issues mentioned above need to be clearly and adequately addressed in the office's policies.
- B. Ensure their compensatory time policy is in compliance with state law.
- C. Document their reasons and rationale when deviating from official office policy. Also, the office should have a written agreement with an employee when an arrangement is not in compliance with official office policy.
- D. Complete formal documented employee performance appraisals on an annual basis.

Status:

- A. Not implemented. Although not repeated in the current MAR, our recommendation remains as stated above.
- B. Not implemented. At January 1, 2008, an employee's FLSA compensatory time balance exceeded the limit allowed by state law by 70 hours. In addition, at January 1, 2009, FLSA compensatory time balances of two employees exceeded the limit allowed by state law by 119 and 40 hours, respectively. Because each of

these employees left employment with the Governor's office in January 2009, they were paid for their accumulated balances. Although not repeated in the current MAR, our recommendation remains as stated above.

- C. Our review of compensatory time balances noted no instances of exempt employees earning state compensatory time.
- D. Implemented. The office converted to the OA Performance, Efficiency and Results for Missouri (PERforM) appraisal system in March 2008.

7. Expenditures

- A. The office did not maintain transaction logs for state-issued procurement cards. Additionally, in some instances, only a credit card charge slip was submitted, rather than a detailed invoice or receipt slip to support procurement card purchases.
- B. Some employee expense reports were not completed and submitted in compliance with state regulations.
- C. The office did not have the proper approval for the payment of travel expenses of an employee's spouse.
- D. The office did not require cost analysis documentation be retained for deciding the type of vehicle (state, rental, or personal) to be used for travel by employees on state business.
- E. Expenditures were not always charged to the most appropriate object codes in SAM II.
- F. Two duplicate payments, totaling over \$600 were noted.
- G. No one reviewed and approved the purchase transactions entered by the mansion's assistant director on SAM II to ensure their propriety and correctness before the purchases were processed and paid.

Recommendation:

The Office of Governor:

- A. Require procurement card transaction logs be maintained and adequate supporting documentation is obtained and submitted for the procurement card purchases.

- B. Require expense reports be submitted on a monthly basis, with adequate supporting documentation in compliance with state regulations. In addition, the purpose of the expenses should be documented.
- C. Ensure that written justification of a spouse's expenses at an official business function is preapproved by the OA and retained.
- D. Retain adequate documentation to support travel decisions in accordance with state regulations.
- E. Ensure expenditures are charged to the most appropriate object codes.
- F. Establish adequate procedures to prevent duplicate payments.
- G. Require an independent review and approval of the mansion's SAM II transactions.

Status:

- A. Partially implemented. Although the office started maintaining transaction logs for procurement card purchases after the prior audit, the mansion still did not maintain transaction logs. In addition, the office and mansion did not always comply with procurement card guidelines. An office log was not signed by the cardholder and receipt slips for two meals totaling approximately \$54 were not submitted to support meal charges for office personnel. Also, some receipts for mansion purchases did not clearly identify the items. For example, two receipts totaling approximately \$260 only indicated the purchase of bath accessories. Although not repeated in the current MAR, our recommendation remains as stated above.
- B. Not implemented. Five of 19 (26 percent) expense reports reviewed, totaling \$2,857, were submitted or approved several months after the period they covered. Also, 1 of these 19 reports included expenses from several months and another report did not include adequate supporting documentation. In addition, we noted several instances where the purpose of a trip was not documented to support the expenses claimed and an instance where the expense report was not signed by the claimant or approved by a supervisor. Although not repeated in the current MAR, our recommendation remains as stated above.
- C. Our review of office expense accounts noted no instances of payment of travel expenses of an employee's spouse.
- D. Not implemented. Although not repeated in the current MAR, our recommendation remains as stated above.

- E. Not implemented. We noted travel costs, totaling over \$500, were not charged to the appropriate object codes. Some in-state meals were charged to out-state meals and in-state lodging; in-state lodging was charged to out-state lodging; and in-state commercial transportation-other was charged to out-state commercial transportation. In addition, mansion supplies and food service equipment, totaling approximately \$292, were charged to agency provided food, and items such as cards, floral arrangements, seasonal items, and sewing items, totaling approximately \$136, were charged to custodial supplies. Also, material for drapes for the Governor's office reception area, totaling \$939, was charged to under-threshold other equipment. Although not repeated in the current MAR, our recommendation remains as stated above.
- F. Our review of expenditures noted no duplicate payments.
- G. Not implemented. Although not repeated in the current MAR, our recommendation remains as stated above.

HISTORY AND
STATISTICAL INFORMATION

OFFICE OF GOVERNOR HISTORY AND STATISTICAL INFORMATION

The supreme executive power of the state is vested in the governor. Unless otherwise provided by law, he appoints members of all boards, commissions, and state government department heads as well as those of several other entities in the state and all vacancies in public offices. He commissions all officers of the state unless otherwise provided by law. Through his capacity as commander-in-chief of the militia, he is the conservator of peace throughout the state.

Providing the state's principal financial administration, the governor presents to the General Assembly a proposed budget for each appropriation period, passes approval on appropriation bills presented to him by the General Assembly, and subsequent to the passage of such bills, may control the rate at which appropriations are expended. He may reduce the appropriations when actual revenues are below the estimated revenues upon which the appropriations were based.

All bills passed by both houses are presented to and considered by the governor where they are signed into law or disapproved and returned to the originating house.

In addition to the duties which are specifically assigned to the governor in the constitution, he has many other duties assigned to him by statute and by custom. The governor is also a member of the Board of Public Buildings and the State Board of Fund Commissioners.

The governor is required to be at least thirty years of age and must have been a citizen of the United States for at least fifteen years and a resident of this state at least ten years prior to election. The governor is elected at the presidential election for a four year term and is subject to re-election. No person may hold the office for more than two terms.

On January 10, 2005, Matt Blunt was inaugurated as the state's fifty-fourth governor. His term expired on January 12, 2009. On that date, Jeremiah W. (Jay) Nixon was inaugurated as the state's fifty-fifth governor.

The governor and his family reside in the Governor's mansion, located near the capitol. The mansion was first occupied in 1872 and was added to the National Register of Historic Places in 1969. The Governor and First Lady host public and private events at the mansion. Events are also hosted by Missouri Mansion Preservation, Inc., a statewide, nonpartisan, nonprofit organization dedicated to the mansion's restoration and educational programs.

At January 12, 2009, the governor's office employed six full-time and two part-time personnel. In addition, three full-time personnel were employed at the Mansion.

Appendix A-1

OFFICE OF GOVERNOR
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
PERIOD JULY 1, 2008 TO JANUARY 12, 2009

| | Appropriation Authority | Expenditures | Encumbrances | Uncommitted Appropriations |
|---|----------------------------|--------------|--------------|-------------------------------|
| GENERAL REVENUE FUND | | | | |
| National Guard Emergency | \$ 1,602,001 | 1,598,405 | 0 | 3,596 |
| Government Emergency Fund Commission | 1 | 0 | 0 | 1 |
| Payment of real property leases, related services, utilities, systems furniture, structural modification, and related expenses - Expense and Equipment | 347,683 | 169,988 | 169,988 | 7,707 |
| Special Audits | 200,000 | 0 | 0 | 200,000 |
| Mansion Operating Expenses | 142,628 | 118,688 | 5,036 | 18,904 |
| Governor's Office | 2,005,743 | 1,461,171 | 115,303 | 429,269 |
| Total General Revenue Fund | \$ 4,298,056 | 3,348,252 | 290,327 | 659,477 |

The Uncommitted Appropriations include the following withholdings made at the Governor's request:

| | Period July 1, 2008 to January 12, 2009 |
|---|---|
| GENERAL REVENUE FUND | |
| Payment of real property leases, related services, utilities, systems furniture, structural modification, and related expenses - Expense and Equipment | \$ <u>3,204</u> |

Appendix A-2

OFFICE OF GOVERNOR
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
YEAR ENDED JUNE 30, 2008

| | Appropriation Authority | Expenditures | Lapsed Balances |
|---|----------------------------|--------------|--------------------|
| GENERAL REVENUE FUND | | | |
| National Guard Emergency | \$ 1,661,701 | 160,741 | 1,500,960 |
| Government Emergency Fund Commission | 1 | 0 | 1 |
| Payment of real property leases, related services, utilities, systems furniture, structural modification, and related expenses - Expense and Equipment | 318,039 | 317,025 | 1,014 |
| Special Audits | 30,000 | 0 | 30,000 |
| Mansion Operating Expenses | 140,353 | 140,262 | 91 |
| Governor's Office | 1,951,212 | 1,945,533 | 5,679 |
| Total General Revenue Fund | \$ 4,101,306 | 2,563,561 | 1,537,745 |

Appendix B

OFFICE OF GOVERNOR
COMPARATIVE STATEMENT OF EXPENDITURES (FROM APPROPRIATIONS)

| | Year Ended June 30, | | | | |
|-------------------------------------|---------------------|------------------|------------------|------------------|------------------|
| | 2008 | 2007 | 2006 | 2005 | 2004 |
| Governor's office: | | | | | |
| Salaries and wages | \$ 1,801,670 | 1,692,312 | 1,680,495 | 1,590,746 | 1,512,081 |
| Travel, in-state | 64,309 | 19,003 | 13,278 | 22,749 | 53,789 |
| Travel, out-of-state | 14,823 | 15,174 | 11,723 | 6,036 | 2,680 |
| Supplies | 24,035 | 39,193 | 31,408 | 29,056 | 26,214 |
| Professional development | 5,538 | 4,105 | 5,206 | 4,065 | 2,500 |
| Communication services and supplies | 16,263 | 32,565 | 35,635 | 46,340 | 52,499 |
| Services: | | | | | |
| Professional | 10,784 | 17,353 | 18,340 | 32,380 | 26,481 |
| Maintenance and repair | 2,709 | 1,817 | 7,053 | 10,630 | 17,183 |
| Computer equipment | 0 | 0 | 0 | 60 | 1,462 |
| Motorized equipment | 0 | 0 | 0 | 0 | 592 |
| Office equipment | 2,301 | 922 | 285 | 20 | 814 |
| Other equipment | 0 | 4,415 | 0 | 0 | 0 |
| Equipment rental and leases | 1,730 | 2,704 | 2,316 | 2,140 | 769 |
| Agency provided food | 1,350 | 3,286 | 1,250 | 1,109 | 1,141 |
| Miscellaneous expenses | 21 | 18 | 12 | 108 | 219 |
| Total office expenditures | <u>1,945,533</u> | <u>1,832,867</u> | <u>1,807,001</u> | <u>1,745,439</u> | <u>1,698,424</u> |
| Mansion operating: | | | | | |
| Salaries and wages | 84,865 | 84,839 | 76,561 | 94,783 | 91,279 |
| Travel, in-state | 246 | 0 | 0 | 0 | 0 |
| Travel, out-of-state | 507 | 0 | 0 | 0 | 0 |
| Supplies | 10,169 | 12,977 | 10,826 | 7,573 | 9,956 |
| Communication services and supplies | 0 | 0 | 0 | 2,777 | 5,539 |
| Services: | | | | | |
| Professional | 6,063 | 6,194 | 2,412 | 4,133 | 5,393 |
| Maintenance and repair | 1,545 | 1,534 | 1,430 | 2,674 | 2,898 |
| Computer equipment | 0 | 0 | 0 | 0 | 50 |
| Property and improvements | 0 | 0 | 0 | 42 | 0 |
| Agency provided food | 36,867 | 32,549 | 32,077 | 24,070 | 31,995 |
| Miscellaneous expenses | 0 | 0 | 0 | 164 | 463 |
| Total mansion expenditures | <u>140,262</u> | <u>138,093</u> | <u>123,306</u> | <u>136,216</u> | <u>147,573</u> |
| National Guard Emergency | 160,741 | 1,113,453 | 646,193 | 116,252 | 4,805 |
| Real property rental and leases | 317,025 | 302,408 | 0 | 0 | 0 |
| Special audits | 0 | 30,000 | 10,419 | 0 | 41,969 |
| Association dues | 0 | 40,888 | 24,719 | 142,950 | 150,050 |
| Total | <u>\$ 2,563,561</u> | <u>3,457,709</u> | <u>2,611,638</u> | <u>2,140,857</u> | <u>2,042,821</u> |

Appendix C

OFFICE OF GOVERNOR
DEPARTMENT OF PUBLIC SAFETY, MISSOURI STATE HIGHWAY PATROL
GOVERNOR'S SECURITY DIVISION
COMPARATIVE STATEMENT OF EXPENDITURES (FROM APPROPRIATIONS)

| | Year Ended June 30, | | | | |
|-------------------------------------|---------------------|----------------|---------------|---------------|---------------|
| | 2008 | 2007 | 2006 | 2005 | 2004 |
| Travel, in-state | \$ 48,717 | 36,045 | 33,561 | 27,086 | 14,996 |
| Travel, out-of-state | 58,989 | 67,007 | 36,678 | 34,524 | 24,516 |
| Fuel and utilities | 0 | 0 | 0 | 216 | 0 |
| Uniform and clothing allowance | 0 | 6,405 | 5,433 | 6,884 | 7,050 |
| Supplies | 481 | 344 | 368 | 582 | 2,036 |
| Professional development | 1,980 | 1,120 | 470 | 835 | 490 |
| Communication services and supplies | 91 | 224 | 0 | 0 | 0 |
| Services: | | | | | |
| Professional | 0 | 0 | 0 | 368 | 18 |
| Maintenance and repair | 0 | 130 | 104 | 274 | 208 |
| Computer equipment | 0 | 0 | 0 | 176 | 80 |
| Office equipment | 0 | 0 | 0 | 0 | 449 |
| Other equipment | 727 | 0 | 2,400 | 1,438 | 567 |
| Building lease payments | 0 | 0 | 0 | 100 | 0 |
| Equipment rental and leases | 0 | 7 | 0 | 0 | 0 |
| Total | \$ <u>110,985</u> | <u>111,282</u> | <u>79,014</u> | <u>72,483</u> | <u>50,410</u> |