



CITIZENS SUMMARY

Findings in the audit of Office of Attorney General

Travel and Relocation Costs	The Attorney General's Office (AGO) did not ensure lodging costs associated with attending an out-of-state conference were reasonable as required by state travel policy and did not always follow state travel policies and regulations requiring employees select the most cost-effective method of travel. The AGO did not comply with state policies and laws regarding relocation expenses.
Vehicle Usage Logs	The AGO did not maintain complete and accurate vehicle usage logs.
FSS Accounts Receivable	The Financial Services Section (FSS) has not established policies and procedures over accounts receivable collections and records. Our review of 47 open cases identified 11 cases (23 percent) with remaining balances totaling approximately \$79,000 for which collection efforts had not been performed for at least a year.
Fiscal Office User Access, Identifications, and Passwords	Computer logon credentials are shared among users in the fiscal office.
Capital Assets	The AGO had inadequate records and procedures over unaccounted for and/or missing assets identified in annual physical inventories and office personnel wrote off some items without proper approval. Completed offboarding checklists did not document the assets returned by terminated employees.
Outside Counsel and Experts	The AGO did not prepare written engagement letters for some outside counsel and expert witness services.
Payroll	Payroll procedures over final paychecks were not adequate and 2 terminated employees were overpaid.
Additional Comments	To address a complaint regarding the potential use of state resources for political purposes, we performed additional work related to certain transactions and procedures of the AGO. Findings and recommendations related to this additional work are addressed in a separate report, No. 2020-006, <i>Review of Whether State Resources Were Used for Political Purposes</i> .

In the areas audited, the overall performance of this entity was **Fair**.*

*The rating(s) cover only audited areas and do not reflect an opinion on the overall operation of the entity. Within that context, the rating scale indicates the following:

- Excellent:** The audit results indicate this entity is very well managed. The report contains no findings. In addition, if applicable, prior recommendations have been implemented.
- Good:** The audit results indicate this entity is well managed. The report contains few findings, and the entity has indicated most or all recommendations have already been, or will be, implemented. In addition, if applicable, many of the prior recommendations have been implemented.
- Fair:** The audit results indicate this entity needs to improve operations in several areas. The report contains several findings, or one or more findings that require management's immediate attention, and/or the entity has indicated several recommendations will not be implemented. In addition, if applicable, several prior recommendations have not been implemented.
- Poor:** The audit results indicate this entity needs to significantly improve operations. The report contains numerous findings that require management's immediate attention, and/or the entity has indicated most recommendations will not be implemented. In addition, if applicable, most prior recommendations have not been implemented.



Recommendations in the audit of Office of Attorney General

Travel and Relocation Costs	<p>The AGO:</p> <ol style="list-style-type: none">1.1 Require employees perform price comparisons and ensure rates do not exceed CONUS and/or conference room rates when making lodging arrangements. If it is necessary to exceed CONUS rates, the AGO should ensure adequate documentation of the justification and reasoning is prepared and retained.1.2 Follow state travel policies and regulations requiring employees use the most cost-effective method of travel. If circumstances require a higher-cost travel method, documentation should be maintained for the justification.1.3 Ensure reimbursements for relocation expenses comply with state policies and state law. Reimbursements should be supported by written approval prior to the offer being made to an employee or perspective employee and should not include state sales tax.
Vehicle Usage Logs	<p>The AGO maintain complete and accurate vehicle usage logs, and periodically review the logs for completeness and reasonableness.</p>
FSS Accounts Receivable	<p>The AGO establish policies and procedures over accounts receivable to ensure periodic monitoring of amounts due and payments received, proper and timely collection efforts, and database records are accurate.</p>
Fiscal Office User Access, Identifications, and Passwords	<p>The AGO require employees maintain confidential passwords and ensure access to accounting and purchasing systems is limited to only what is needed for users to perform their job duties and responsibilities. If necessary, the AGO should establish procedures for processing and approving transactions during employee absences.</p>
Capital Assets	<p>The AGO:</p> <ol style="list-style-type: none">5.1 Ensure all discrepancies noted in annual inventories are documented on exception listings and promptly investigated, capital assets records are properly adjusted, and documented approvals are maintained for all items disposed of or written off. In addition, the AGO should ensure capital asset records, including exception listings, are complete and accurate.5.2 Ensure returned assets and their corresponding asset identification numbers are properly recorded on offboarding checklists and use this information to promptly update capital assets records.
Outside Counsel and Experts	<p>The AGO ensure all outside legal counsel and expert witness services are supported by engagement letters.</p>
Payroll	<p>The AGO establish procedures to ensure final paychecks to terminated employees are calculated properly.</p>