

REPORT DIGEST

**OFFICE OF THE STATE'S ATTORNEYS APPELLATE PROSECUTOR
FINANCIAL AND COMPLIANCE AUDIT
(IN ACCORDANCE WITH SINGLE AUDIT ACT OF 1984
AND OMB CIRCULAR A-128)
FOR THE TWO YEARS ENDED JUNE 30, 1992**

FINDINGS, CONCLUSIONS, AND RECOMMENDATIONS

INADEQUATE MONITORING OF LABOR UNIT CONTRACT ATTORNEY EXPENDITURES

The Agency did not effectively utilize contract attorneys who were paid on a flat monthly fee basis. The Agency had contracted with some attorneys on a flat monthly fee and other attorneys on a standard hourly fee. Based upon the hours reported by the monthly fee attorneys, the Agency paid \$63,999 in excess of the amount which would have been paid if the attorneys were paid on a standard hourly rate. We recommended that the Agency better monitor the allocation of work to more fully utilize the services of those paid monthly.

The Agency stated that in Fiscal Year 1993 all attorneys are paid on a flat monthly fee except one attorney who worked solely on three grievances. (Finding 3, page 10)

INADEQUATE DOCUMENTATION OF CONTRACTUAL SERVICES EXPENDITURES

The Agency paid for some contractual services other than attorneys' services without adequate documentation of services rendered. We also were unable to determine how the agency used the work products provided under some of these contracts. The payments to these contractors totalled \$261,000 during the audit period.

The Agency stated it has reviewed all contractual positions to determine their priority to Agency operations. In addition, Agency policy now requires position descriptions, time records, and activity reports for all contractual employees. (Finding 4, page 11)

OTHER FINDINGS

The remaining findings are less significant and have been given appropriate attention by agency management. We will review progress towards implementation of our recommendations in the next audit.

Mr. Norbert J. Goetten, Director, provided the Department's responses.

AUDITORS' OPINION

Our auditors state that the financial statements of the Department at June 30, 1992 and June 30, 1991 are fairly presented.

WILLIAM G. HOLLAND, Auditor General
WGH:RLC:pp

SUMMARY OF AUDIT FINDINGS

Number of This Audit
Prior Audit

Audit findings 40

Repeated audit findings 00

Prior recommendations implemented or
not repeated 03

SPECIAL ASSISTANT AUDITORS

Our Special Assistant Auditors on this audit were Goldrich Cousins.