

STATE OF MINNESOTA

Office of the State Auditor



Rebecca Otto
State Auditor

PINE TO PRAIRIE DRUG TASK FORCE
CROOKSTON, MINNESOTA

AGREED-UPON PROCEDURES

August 18, 2014

Description of the Office of the State Auditor

The mission of the Office of the State Auditor is to oversee local government finances for Minnesota taxpayers by helping to ensure financial integrity and accountability in local governmental financial activities.

Through financial, compliance, and special audits, the State Auditor oversees and ensures that local government funds are used for the purposes intended by law and that local governments hold themselves to the highest standards of financial accountability.

The State Auditor performs approximately 160 financial and compliance audits per year and has oversight responsibilities for over 3,300 local units of government throughout the state. The office currently maintains five divisions:

Audit Practice - conducts financial and legal compliance audits of local governments;

Government Information - collects and analyzes financial information for cities, towns, counties, and special districts;

Legal/Special Investigations - provides legal analysis and counsel to the Office and responds to outside inquiries about Minnesota local government law; as well as investigates allegations of misfeasance, malfeasance, and nonfeasance in local government;

Pension - monitors investment, financial, and actuarial reporting for approximately 730 public pension funds; and

Tax Increment Financing - promotes compliance and accountability in local governments' use of tax increment financing through financial and compliance audits.

The State Auditor serves on the State Executive Council, State Board of Investment, Land Exchange Board, Public Employees Retirement Association Board, Minnesota Housing Finance Agency, and the Rural Finance Authority Board.

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**Audit Practice Division
Office of the State Auditor
State of Minnesota**

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INDEPENDENT AUDITOR'S REPORT ON APPLYING AGREED-UPON PROCEDURES

Ms. Kristin Lail, Program Administrator
Minnesota Department of Public Safety

Oversight Committee
Pine to Prairie Drug Task Force

We have performed the procedures enumerated below, which were agreed to by the Minnesota Department of Public Safety and the Pine to Prairie Drug Task Force, solely to assist you in determining that the Pine to Prairie Drug Task Force followed policies and procedures regarding accounting for seized funds and property and related forfeitures and the use of confidential/drug buy funds. These procedures were applied to the Pine to Prairie Drug Task Force records for the 12-month period ending May 31, 2014. The Pine to Prairie Drug Task Force's management is responsible for the records of the Task Force. This engagement to apply agreed-upon procedures was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of the Minnesota Department of Public Safety and the Pine to Prairie Drug Task Force. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

1. Procedure

Determine that seized funds and property and related forfeitures are accounted for in accordance with policies, procedures, and regulations.

Findings

We obtained a list of all property seized subject to forfeiture for the 12-month period ending May 31, 2014. The 37 cases on the list included cash, firearm, jewelry, and vehicle forfeitures. We selected 6 cases for testing which included 4 cash seizures, 2 firearm seizures, 1 jewelry seizure, and 3 vehicle seizures. We traced the documentation of the activity for each selected item from the point of seizure to the record of the item being held in forfeiture pending judicial order or to the forfeiture record for closed cases, as applicable. We noted the following:

- For each closed case, we confirmed that the item had been properly reported to the Office of the State Auditor in accordance with Minn. Stat. § 609.5315, subd. 6(a). We noted two closed cases that were not reported in the State Auditor Form Entry System (SAFES) as required by Minn. Stat. § 609.5315, subd. 6(a).
- The policy identified in 3-14.5.2 of the Multijurisdictional Task Force Operating Procedures and Guidelines Manual states that a Seized Evidence Currency Log should be completed for all currency seized. For one of the cash seizures tested, a Seized Evidence Currency Log was not completed. Further explanation was provided by the Commander indicating that this seizure was completed by the Crookston Police Department where their policies do not require currency logs to be completed.

2. Procedure

Determine that the use of confidential/drug buy funds is accounted for in accordance with policies, procedures, and regulations.

Findings

We obtained a list of all purchases made with buy funds for the 12-month period ending May 31, 2014. Buy funds are withdrawn by each investigator using ATM cards. Buy funds are generally used for payments to confidential informants (CI) for information, drug purchases, and flash money. We selected 9 of the 100 items on the list to trace the documentation of activity from the point of withdrawal of buy funds to approval. Of the 9 items selected, 4 were payments to CIs for information, 4 were payments for evidence purchases, and 1 was a payment for an investigative expense. All confidential/drug buy funds were accounted for in accordance with policies, procedures, and regulations.

* * * * *

During the course of performing our agreed-upon procedures another matter came to our attention that was outside the requirements of the Multijurisdictional Task Force Operating Procedures and Guidelines Manual and the Task Force Policies and Procedures but was important enough to report. We noted the following:

- In our agreed upon procedures report dated November 27, 2012, we noted a significant amount of time between the disposal of vehicles by the East Grand Forks Police Department, the agency where all Task Force vehicles seized for forfeiture are stored and disposed of, and notification of disposal to the Task Force. During our most recent onsite visit, we noted one motorcycle seized for forfeiture that was returned to the owner by the East Grand Forks Police Department. Notice that the motorcycle had been returned to the owner was not provided to the Task Force until seven months after the motorcycle was returned. We recommend that the Task Force more closely monitor vehicles seized for forfeiture to ensure that they are disposed of properly and make attempts to follow up with the East Grand Forks Police Department to provide information to the Task Force in a more timely manner.

We were not engaged to, and did not, conduct an audit, the objective of which would be the expression of an opinion on the accounting records. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the Minnesota Department of Public Safety and the Pine to Prairie Drug Task Force and is not intended to be, and should not be, used by anyone other than those specified parties.

/s/Rebecca Otto

REBECCA OTTO
STATE AUDITOR

/s/Greg Hierlinger

GREG HIERLINGER, CPA
DEPUTY STATE AUDITOR

August 18, 2014