

STATE OF MINNESOTA

Office of the State Auditor



Rebecca Otto
State Auditor

**WASHINGTON COUNTY NARCOTICS
TASK FORCE
STILLWATER, MINNESOTA**

AGREED-UPON PROCEDURES

FEBRUARY 14, 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

Washington County Narcotics Task Force
Oversight Committee

We have performed the procedures enumerated below, which were agreed to by the Minnesota Department of Public Safety and the Washington County Narcotics Task Force, solely to assist you in determining that the Washington County Narcotics 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 Washington County Narcotics Task Force's records for the 12-month period ending November 30, 2013. The Washington County Narcotics 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 Washington County Narcotics 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 listings of all property seized subject to forfeiture for the 12-month period ending November 30, 2013. The 43 cases on the lists included cash, firearms, and vehicle forfeitures. We selected 6 cases for testing which included 4 vehicle, 2 firearm,

and 5 cash 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:

- When property is seized for forfeiture, the investigator making the seizure must prepare the proper Notice of Seizure and Intent to Forfeit Property form and a receipt for the item(s) seized in accordance with section 4-04.2 of the Multijurisdictional Task Force Operating Procedures and Guidelines Manual. During our testing, we noted one case where no receipt was prepared for the items seized.

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 November 30, 2013. Buy funds are kept in a locked safe in the Task Force Commander's office. The Commander replenishes the buy funds by cashing a check from the Task Force's fiscal agent. Buy funds are generally used for payments to confidential informants for information, drug purchases, and flash money. We selected 7 of the 65 items on the list to trace the documentation of activity from the point of request for buy funds to the approval. Of the 7 items selected, 2 were payments to confidential informants, 2 were for purchases of drugs, and 3 were investigative expenses. All confidential/drug buy funds were accounted for in accordance with policies, procedures, and regulations.

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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:

- It is the practice of the Task Force for an accountant in the Washington County Sheriff's Office to track cash seized for forfeiture, prepare and deliver the deposit from the evidence room to the County Auditor's Office, and to record the deposit in the records of the fiscal agent. Record keeping and cash handling duties should be segregated, when possible, to limit risks such as theft of cash and false entries made to the accounting records.

To mitigate these risks we recommend the accountant return a receipt from the deposit to the evidence room attendant who signed the cash out of evidence. We further recommend that the evidence room attendant initial this receipt verifying that all items removed from evidence have been deposited.

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 Washington County Narcotics 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

February 14, 2014

/s/Greg Hierlinger

GREG HIERLINGER, CPA
DEPUTY STATE AUDITOR