

STATE OF MINNESOTA

Office of the State Auditor



**Rebecca Otto
State Auditor**

**NORTH CENTRAL DRUG TASK FORCE
MILACA, MINNESOTA**

AGREED-UPON PROCEDURES

January 3, 2013

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
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INDEPENDENT AUDITOR'S REPORT ON APPLYING AGREED-UPON PROCEDURES

Ms. Kristin Lail, Grants Coordinator
Minnesota Department of Public Safety

Oversight Committee
North Central Drug Task Force

We have performed the procedures enumerated below, which were agreed to by the Minnesota Department of Public Safety and the North Central Drug Task Force, solely to assist you in determining that the North Central 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 North Central Drug Task Force records for the 12-month period ending September 30, 2012. The North Central 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 North Central 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 listing of all property seized subject to forfeiture for the 12-month period ending September 30, 2012. The 20 items on the list consisted of cash, vehicles, firearms, and jewelry. We selected 2 cash seizures, 1 vehicle seizure, 1 firearm seizure, and 1 jewelry seizure for testing. 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:

- It is the practice of the Task Force to store seized jewelry and other precious metals in the buy funds safe in the Commander's office rather than in the evidence room.
- It is the practice of the Task Force for the Commander to maintain the forfeiture files, deposit seized cash and proceeds from the sale of forfeiture property, and request distribution of the proceeds. It is recommended that the Task Force implement a control that would mitigate the risks that arise when cash handling and record-keeping procedures cannot be properly segregated.

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 listing of all purchases made with buy funds from October 1, 2011, to September 30, 2012. 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 (CI) for information, drug purchases, and flash money. We selected 5 of the 62 items on the list to trace the documentation of activity from the point of request for buy funds to approval. Of the 5 items selected, 4 were payments to CIs for information and associated drug buys, and 1 was for a purchase of drugs made by an undercover agent. We noted the following:

- It is the practice of the Task Force for the Commander to request a check from the Task Force's fiscal agent, cash the check at the bank, bring the cash to the safe in his office, and maintain the records for the buy fund activity. The Commander also reconciles the cash in the safe to the buy fund activity records. It is recommended that the Task Force implement a control that would mitigate the risks that arise when cash handling and record-keeping procedures cannot be properly segregated.

- 3-13.4 of the Multijurisdictional Task Force Operating Procedures and Guidelines Manual states that, “The Commander shall not make disbursement of confidential funds to him/herself.” It was noted that the previous Commander was a working Commander and would distribute cash to himself for buy fund disbursements. The current Commander is not a working Commander and does not disburse buy funds to himself.

* * * * *

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 North Central 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

January 3, 2013