

**ATTESTATION REPORT  
OF THE  
NEBRASKA GAME AND PARKS COMMISSION**

**JULY 1, 2004 THROUGH JUNE 30, 2005**

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**Issued on November 15, 2005**

# NEBRASKA GAME AND PARKS COMMISSION

## TABLE OF CONTENTS

	<u>Page</u>
<b>Background Information Section</b>	
Background	1
Mission Statement	2
Organizational Chart	3
<b>Comments Section</b>	
Exit Conference	4
Summary of Comments	5 - 7
Comments and Recommendations	8 - 28
<b>Financial Section</b>	
Independent Accountant's Report	29 - 30
Schedule of Revenues, Expenditures, and Changes in Fund Balances	31 - 32
Notes to the Schedule	33 - 37
<b>Government Auditing Standards Section</b>	
Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Examination of the Schedule of Revenues, Expenditures, and Changes in Fund Balances Performed in Accordance with <i>Government Auditing Standards</i>	38 - 39
<b>Statistical Section</b>	40
Cash and Federal Fund Revenue	41
Expenditures by Fund	42
Antelope/Deer/Elk/Bighorn/Turkey Permits/Applications	43
Deer Permit Sales	44
Turkey Permit Sales	45
Permits and Stamps Sold	46
Schedule of Top 10 Revenue Earning Areas	47
Chart of Top 10 Revenue Earning Areas	48
Number of Students Trained in Hunter Education	49
Hunting Accidents	50
Number of Park Visitors	51
Youth Fishing Participants	52
NEBRASKAland Subscribers	53

# NEBRASKA GAME AND PARKS COMMISSION

## BACKGROUND

The Nebraska Game and Parks Commission (Commission) is responsible for State parks, wildlife, fish, and all things related to those areas. The Commission is funded through permit sales, State general fund appropriations, and Federal funds.

The Commission's duties include: law enforcement; wildlife management; information and education, including the *NEBRASKAland* magazine, hunter safety training, aquatic resource education, and outdoor education; boating; acquisition, development, and management of wildlife management areas and fisherman and motorboat access sites; a State park system that includes eight State parks, sixty-six recreation areas, eleven historical parks, and one recreational trail; and all of the necessary support functions. Also, associated with the Commission is the Nebraska Environmental Trust Board, which receives proceeds from the Nebraska State Lottery for use on projects which enhance the State's environmental qualities. The Nebraska Environmental Trust Board was not included in this audit report. The Commission has eight members who are selected from each of eight game and parks districts, appointed by the Governor, and approved by the Legislature for five-year terms.

Commission members must be Nebraska citizens and well informed on wildlife conservation and restoration. They meet at least four times annually. Members receive a per diem of \$35 per day when conducting Commission business and are reimbursed for their expenses. The Commission appoints a secretary, who acts as director and chief conservation officer.

# NEBRASKA GAME AND PARKS COMMISSION

## MISSION STATEMENT

The Game and Parks Commission has adopted the following Mission Statement to describe the Commission's purpose and to serve as a foundation for its organization: "The Game and Parks Commission is responsible for stewardship of the State's fish, wildlife, park and outdoor recreation resources in the best long-term interests of the people and those resources." The following definitions are provided to assist the reader:

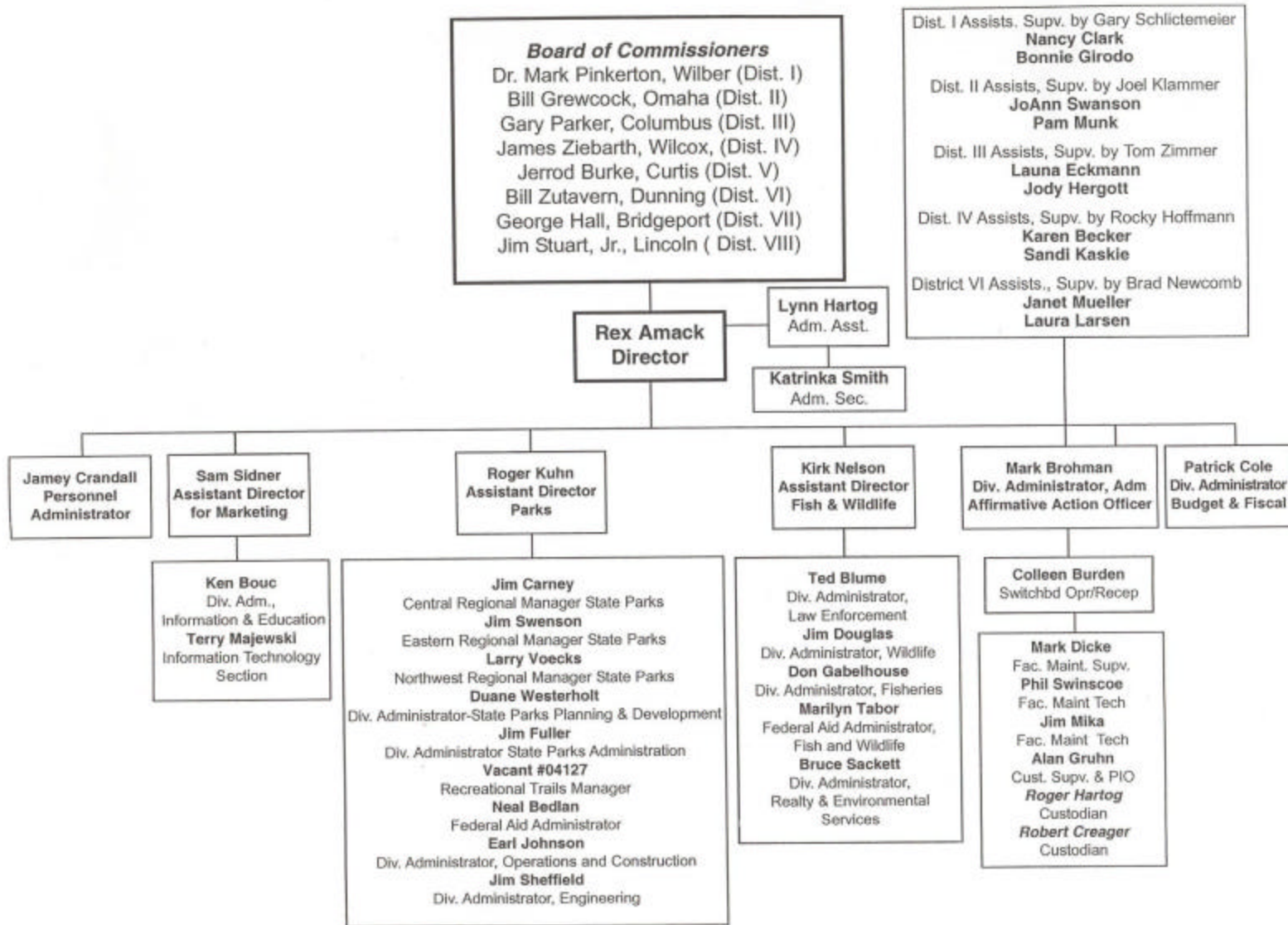
**Stewardship** – the prudent caring and management of all resources entrusted to the Commission by the Nebraska Legislature. This includes the full range of responsibilities and activities authorized and identified for the Commission in statute, namely, Chapters 37 and 81. Essentially, this includes regulatory protection, overall management of species populations and habitats supporting them, advocacy of ecosystems integrity, as well as resource investigations and education.

**The State's fish, wildlife, park and outdoor recreation resources** – all species of aquatic and terrestrial animals and plants over which the Commission has jurisdiction, as well as the communities they inhabit. This includes all State wildlife management areas, State parks, State historical parks, State recreation areas, State recreational trails, and other lands and waters owned, leased, or operated by the Commission. Communities refer to habitat types that collectively make up the diverse ecosystems found in the Great Plains State.

**In the best long-term interest of the people and those resources** – sustaining adequate levels of fish, wildlife, and park resources in order to provide consumptive and non-consumptive recreational opportunities for our citizens that contribute to the State's economy. These resources, the habitats supporting them, and our citizens are the key ingredients that make up and contribute to the quality of life in Nebraska. In summary, if future generations are to enjoy them, we must perpetuate and enhance all fish, wildlife, and park resources for recreational, aesthetic, educational, and scientific use by Nebraska citizens and their visitors.

NEBRASKA GAME AND PARKS COMMISSION

ORGANIZATIONAL CHART



# NEBRASKA GAME AND PARKS COMMISSION

## EXIT CONFERENCE

An exit conference was held September 29, 2005 with the Commission to discuss the results of our examination. Those in attendance for the Nebraska Game and Parks Commission were:

<b>NAME</b>	<b>TITLE</b>
Bill Grewcock	Commissioner
Gary Parker	Commissioner
James Stuart Jr.	Commissioner
Mark Pinkerton	Commissioner
James Ziebarth	Commissioner
Rex Amack	Director
Roger Kuhn	Assistant Director Parks
Sam Sidner	Assistant Director for Marketing
Patrick Cole	Division Administrator - Budget & Fiscal Division
Mark Brohman	Division Administrator - Administrative Division
Bruce Sackett	Division Administrator - Realty and Environmental Services
Jamey Crandall	Personnel Administrator
Marilyn Tabor	Federal Aid Administrator
Don Lanning	Assistant Division Administrator - Budget & Fiscal Division
Judy Alderman	Assistant Division Administrator - Budget & Fiscal Division
Connie Kubat	Accountant III
Dorothy Porath	Accountant III
Joan Ogle	Accountant I

## NEBRASKA GAME AND PARKS COMMISSION

### SUMMARY OF COMMENTS

During our examination of the Nebraska Game and Parks Commission, we noted certain matters involving the internal control over financial reporting and other operational matters which are presented here.

1. ***Land Inventory:*** The NIS listing of land inventory was incorrectly stated.
2. ***Meal Logs:*** Ten of eleven expense reimbursement documents tested which included meal reimbursements did not have adequate detailed meal logs.
3. ***Expense Reimbursement Documents:*** Four of ten employee reimbursements tested were not submitted monthly.
4. ***Follow Up on Liquidated Damages:*** The Law Enforcement Division did not follow up on outstanding liquidated damages with the courts.
5. ***Segregation of Duties - Receipts:*** No reconciliation was completed between the deposit documents for receipts and the NIS General Ledger for the Customer Service area at the central office location. At the Central Office Parks Division one individual could handle all phases of a receipt transaction. In the Permits area there was no verification of the miscellaneous receipts deposit by an individual independent of the receipt of money or issuance of permits/licenses. For the vendor remittance deposit, the verification was done by an individual who had the ability to make changes to the receipts and information entered into the Access program.
6. ***Internal Control Over NEBRASKAland Subscription & Merchandise Receipts:*** There were not adequate controls over the receipts for NEBRASKAland subscriptions and merchandise.
7. ***Site Visits - Cash Counts:*** During site visits, variances were noted between the cash counted and the cash register X tapes of sales. The variances included 1) (\$86.34) short at the Omaha office, 2) (\$38.91) short at Mahoney State Park, 3) \$3.55 long at Fort Robinson, 4) \$52.40 long at Lake McConaughy, and 5) \$36.54 long at Buffalo Bill Historical Park.
8. ***Internal Control Over Permits:*** There was inadequate control over the issuance of permits and licenses. A periodic inventory was not taken of the miscellaneous specialty type permits and one person was able to handle the money and issue the permit for many types of permits.
9. ***Artifacts Inventory:*** A physical inventory of artifacts was not completed on a regular basis.

NEBRASKA GAME AND PARKS COMMISSION

SUMMARY OF COMMENTS

(Continued)

10. ***Segregation of Duties - Fixed Assets (Equipment):*** No one reviewed the “Additions and Retirements Report” or compared the asset listings to ensure all items added and deleted were proper. In addition, no one reviewed the other fixed asset integrity reports which included “Fixed Asset Category Code Omissions Report” and “Fixed Asset No Attachment Report.”
11. ***Fixed Asset Acquisition Dates (Buildings):*** There were approximately 33 buildings incorrectly entered as being acquired in the future.
12. ***Fixed Asset Purchase Coded to Incorrect Fund:*** One of five equipment additions tested was coded to the wrong fund of origination.
13. ***Fixed Asset (Equipment) Items Not Properly Tagged:*** Two of fifty-three items tested could not be located when tracing from the inventory list to the item. Forty-three of ninety-five items tested were not identified as “Property of the State of Nebraska.” Thirteen of ninety-six items tested were not properly tagged with an inventory number. One of forty-seven items tested could not be traced from the item to the inventory list.
14. ***Building Inventory:*** The Commission’s Engineering Division did not include the cost of consultation and design by in-house employees in the historical cost of buildings. In reviewing building inventory additions, two of five buildings tested were added in the fiscal year ended June 30, 2005, but were completed in previous fiscal years, and were added at an estimated cost. In reviewing building inventory retirements, two buildings tested were removed from the inventory list in the fiscal year ended June 30, 2005, but were actually retired in previous fiscal years.
15. ***Voyager Card Policy:*** There was no readily available written policy for the use of the Voyager Card.
16. ***Restrictive Endorsement of Checks:*** Thirteen of forty-five checks tested during the cash counts at various Commission locations were not restrictively endorsed.
17. ***Leave Balances on NIS:*** Three of twenty leave balances tested during our detail test of payroll were incorrect. In addition, the one part-time employee’s leave balances tested were incorrect. The Commission does not rely on NIS to track the leave balances of part-time employees.
18. ***Removal of Terminated Employees from NIS:*** One of five terminated permanent employees was not removed within two pay periods. Three of five employees without benefits (temporary employees) tested were not recorded as terminated and should have been over two years ago.



NEBRASKA GAME AND PARKS COMMISSION

**SUMMARY OF COMMENTS**

(Continued)

- 19. *Reconciliation of Bank Records to NIS:*** The Department of Administrative Services (DAS) reconciliation process is still not completed in a timely manner and continues to reflect unknown variances.

More detailed information on the above items is provided hereafter. It should be noted this report is critical in nature as it contains only our comments and recommendations on the areas noted for improvement.

Draft copies of this report were furnished to the Commission to provide them an opportunity to review the report and to respond to the comments and recommendations included in this report. All formal responses received have been incorporated into this report. Responses have been objectively evaluated and recognized, as appropriate, in the report. Responses that indicate corrective action has been taken were not verified at this time, but will be verified in the next examination.

We appreciate the cooperation and courtesy extended to our staff during the course of the examination.

# NEBRASKA GAME AND PARKS COMMISSION

## COMMENTS AND RECOMMENDATIONS

### 1. Land Inventory

The Nebraska Information System (NIS) is the official accounting system of the State of Nebraska and should accurately list all parcels of land owned by the Commission. Good internal control requires a review of the NIS listings of land to ensure land is accurately recorded on NIS, listed at cost or fair market value at date of acquisition or donation, added to NIS at the cost on the date of acquisition, and recorded on NIS accurately and in a timely manner.

- The NIS listing of land inventory was incorrectly stated. In communication with the Commission's Realty and Environmental Services Division personnel and DAS personnel we determined the land listing on NIS was incorrect and was in the process of being updated.
- Numerous parcels of land recorded on NIS were listed with cost of \$0.00 or \$1.00.
- The purchase price of one of two land purchases tested did not agree with the purchase price documented in the file. The Chadron Creek Ranch purchase was listed on additions for \$791,209, but the Warranty Deed listed the purchase amount as \$1,062,500. There was a variance of \$271,291.
- One parcel of land on the fixed asset listing was not included on the additions list for the fiscal year ended June 30, 2005. Tag #33D00070L Marsh Duck WMA was listed on Ending Fixed Asset List for \$173,891, but was not included on the additions list.

The NIS land listing was understated causing reporting errors.

We recommend:

- The Commission review the NIS listing of land on a regular basis to ensure all parcels of land are accurately listed.
- The land value recorded on NIS be the cost or fair market value at the date of acquisition or donation.
- Policies be implemented to ensure all land is listed at cost on the date of acquisition and the Commission review the additions to verify land is added correctly.
- The Commission review the Land Fixed Asset List periodically to ensure all new items are included on the Additions List.

# NEBRASKA GAME AND PARKS COMMISSION

## COMMENTS AND RECOMMENDATIONS

(Continued)

### 1. Land Inventory (Concluded)

*Commission's Response: The agency is continuing to work with DAS Building Division to correct reporting errors (the Marsh Duck example has been corrected) and will periodically review the listing to ensure accuracy in the future. The Chadron Creek Ranch purchase discrepancy occurred as a result of a split coding process which the inventory system was unable to recognize. Future purchases will be handled in a different fashion to ensure the system will capture all fees paid within the inventory system. Unfortunately, split coding is a concern in various NIS functional areas.*

*It is recognized that Generally Accepted Accounting Principles require a value be placed on all fixed assets. The agency will need to further investigate the best process of recording gift values within the NIS system. As it stands, the system accurately reflects the price the agency paid (i.e. \$0), but understandably does not reflect the value for state asset reporting. State Accounting will be conferred with to identify an acceptable method of assigning a reasonable value to those properties that we receive as a gift or at a discount price.*

### 2. Meal Logs

Internal Revenue Service (IRS) Publication 463 requires an accountable plan to have adequate accounting of expenses. The publication states that adequate accounting requires employees to submit to their employers a statement of expense, an account book, a diary, or a similar record in which each expense is entered at or near the time of occurrence, along with documentary evidence. The publication states, "Documentary evidence ordinarily will be considered adequate if it shows the amount, date, place, and essential character of the expense." Based on discussions with IRS staff, adequate documentation must include the name of the restaurant. A restaurant receipt is enough to prove an expense for a business meal if it has the following information: 1) the name and location of the restaurant, 2) the number of people served, and 3) the date and amount of expense. Credit card receipts do not contain adequate detail to substantiate meals. Good internal control requires procedures to ensure amounts reimbursed for meals are reasonable and adequately documented. Good internal control requires the Commission have supporting information available when being audited or reviewed by another agency.

Ten of eleven expense reimbursement documents tested which included meal reimbursements did not have adequate detailed meal logs. Employees did not break down the day's meals between breakfast, lunch, and dinner. In addition, employees did not include the name of the restaurant on the meal logs. The Commission did not have procedures which ensure meal logs or meal receipts of terminated

# NEBRASKA GAME AND PARKS COMMISSION

## COMMENTS AND RECOMMENDATIONS

(Continued)

### 2. Meal Logs (Concluded)

employees are obtained and filed for further review. The Commission did not require meal logs to be turned in by employees with the expense reimbursement document. The employees' maintain their own meal logs for any review. This was also a comment in a prior report.

Without adequate documentation to substantiate meal expenses and without an adequate review to ensure meal expenses are reasonable and necessary, there is an increased risk for loss or misuse of State funds. Lack of adequate documentation could also cause the State to lose its accountable plan status with the IRS, at which time any reimbursement to employees for meals would be taxable income.

We recommend the Commission require all employees to substantiate their meals by utilizing a meal log or providing detailed receipts. The log should include the date, purpose, location, restaurant/vendor, meal (e.g. lunch), and amount. We also recommend the Commission implement procedures to ensure all employees are substantiating meal expenses by requiring employees to submit the log or receipt with the request for reimbursement of expenses or periodically require employees to provide the documentation. We recommend the Commission develop and implement a policy to retain meal logs for terminated employees.

*Commission's Response: The agency's current policy requires employees to retain a copy of their meal substantiation documentation, but does not require it to be turned in with their expense documents. An email was sent to all agency staff on November 7, 2005 indicating that effective immediately they are to attach a copy of their substantiation documentation with their expense document. A form similar to the one used by the State Auditors, will be made available to them that will request the date, purpose, location (including restaurant), meal and amount paid. Additionally, the email indicated that employees are also to begin submitting expense claims on a monthly basis.*

### 3. Expense Reimbursement Documents

Neb. Rev. Stat. Section 81-1174 R.S.Supp., 2004 states, "Whenever any state officer, employee, or member of any commission, council committee, or board of the state is entitled to be reimbursed for actual expenses incurred by him or her in the line of duty, he or she shall be required to present a request for payment or reimbursement each month to the Director of Administration Services. Each request shall be fully itemized, including when, where and why the expense was incurred and the actual

NEBRASKA GAME AND PARKS COMMISSION

COMMENTS AND RECOMMENDATIONS

(Continued)

3. **Expense Reimbursement Documents** (Concluded)

amount involved.” Good internal control requires an adequate review of expense reimbursement claims to ensure expenses claimed are reasonable and necessary.

Four of ten employee reimbursements tested were not submitted monthly as required by Neb. Rev. Stat. Section 81-1174.

- One employee’s expense reimbursement was for the entire fiscal year, July 1, 2003 through June 30, 2004. The employee did not submit monthly expense reimbursement claims. No other expense reimbursements were claimed for the year.
- A second employee’s expense reimbursement was for two months, November and December 2004.
- A third employee’s expense reimbursement included six months, August 2004 through January 2005.
- A fourth employee’s expense reimbursement included three months, January through March 2005.

Without adequate procedures to ensure expense reimbursement requests are submitted timely and are properly reviewed, there is a risk of loss or misuse of State funds.

We recommend the Commission implement procedures to ensure all employees submit expense reimbursement claims monthly as required by Statute.

*Commission’s Response: An email was sent to all agency staff on November 7, 2005 indicating that effective immediately they are to attach a copy of their substantiation documentation with their expense document. A form similar to the one used by the State Auditors, will be made available to them that will request the date, purpose, location (including restaurant), meal and amount paid. Additionally, the email indicated that employees are also to begin submitting expense claims on a monthly basis.*

# NEBRASKA GAME AND PARKS COMMISSION

## COMMENTS AND RECOMMENDATIONS

(Continued)

### 4. Follow Up on Liquidated Damages

Good business practice requires the Commission follow up on monies due them.

The Law Enforcement Division did not follow up on outstanding liquidated damages with the courts. A database of liquidated damages assessed is maintained, but there was no follow up if liquidated damages were not received from the court.

Without a periodic follow up on outstanding liquidated damages, the Division cannot be sure all money due the Commission from the courts was paid to the Commission and all money received was deposited.

We recommend the Division confirm with the courts the cases still outstanding agrees to the Commission's list. If it is not feasible to confirm all outstanding cases, the Division could select a sample of cases to confirm the court has the same amount outstanding.

*Commission's Response: The Law Enforcement Division will begin an organized process for confirming with courts the status of current outstanding liquidated damages and for determining the status of historical outstanding liquidated damages. A two-tiered plan has been developed to address this issue:*

- 1. Each year the Law Enforcement Division (LE) will contact all courts in September with outstanding liquidated damages for the preceding calendar year to verify status of the outstanding liquidated damages. For any outstanding liquidated damages that are not rectified with this contact we will make a second contact three months later (in January of the subsequent year) in a second attempt to rectify records and payments for a given year within the year following (ie. courts with outstanding 2005 liquidated damages will be contacted in September 2006 and January 2007 in attempts to rectify 2005 records). There is often a time lag in payment of liquidated damages due to extended court dates and payment plans authorized by the courts.*
- 2. After the initial effort to rectify current outstanding liquidated damages as indicated in 1, LE will initiate a status report contact each January to a percentage of not less than one third of any courts with historical outstanding liquidated damages (via form letter and outstanding liquidated damages case list). LE will accomplish the rectification for all current historical outstanding liquidated damages from 1996 (the initiation of our database) to present by January 30, 2008, and then continue the update request to a percentage of courts with outstanding liquidated damages (at least one third; all if feasible) on an annual basis as indicated herein.*

NEBRASKA GAME AND PARKS COMMISSION

COMMENTS AND RECOMMENDATIONS

(Continued)

**5. Segregation of Duties - Receipts**

Good internal control requires a segregation of duties so no one individual can handle all phases of a transaction from beginning to end. Good internal control also includes a plan of organization, procedures, and records designed to provide reliable financial records.

No reconciliation was completed between the deposit documents for receipts and the NIS General Ledger for the Customer Service area at the central office location. At the Central Office Parks Division, one individual could handle all phases of a receipt transaction. The Parks Division received a limited amount of monies. In the Permits area there was no verification of the miscellaneous receipts deposited by an individual independent of the receipt of money or issuance of permits/licenses. For the vendor remittance deposit, the verification was done by an individual who had the ability to make changes to the receipts and information entered into the Access program. The same employee could both handle a check and issue a permit, so an employee could issue a permit and not deposit the money received. This was a comment in a prior report.

A lack of segregation of duties increases the risk of loss, misuse, or theft of State funds by increasing the possibility of the perpetuation and concealment of errors or irregularities.

We recommend the Commission implement procedures which ensure a segregation of duties exists over receipts or establish adequate compensating controls.

*Commission's Response: The agency has contacted DAS - State Accounting and will begin a review of several internal control factors, including segregation of duties. A meeting of key Budget & Fiscal Division staff and Lynda Roesler (State Accounting – Systems Audit Coordinator) was held on Thursday, November 3 to discuss internal controls and a process for assessing current practices. A broader follow up meeting with more agency staff and Commissioners is anticipated to occur after the first of the year to emphasize the overall tone the agency wishes to set related to the importance of internal controls. The areas addressed here will be some of the first ones to be assessed for risk and have procedures reviewed/ revised and monitored.*

**6. Internal Control Over NEBRASKAland Subscription & Merchandise Receipts**

Good internal control requires the following: 1) the same individual should not be able to receive money and process transactions and 2) a periodic inventory and reconciliation should be conducted by an individual independent of the collection of money or processing of the order.

NEBRASKA GAME AND PARKS COMMISSION

COMMENTS AND RECOMMENDATIONS

(Continued)

6. **Internal Control Over NEBRASKAland Subscription & Merchandise Receipts**  
(Concluded)

There were not adequate controls over the receipts for NEBRASKAland subscriptions and merchandise. The same individual who receives the money also processes the transaction. A periodic inventory and reconciliation was not conducted by someone independent of the collection of money or the processing of the orders. This was a comment in a prior report.

The lack of control increases the risk of loss, misuse, or theft of funds.

We recommend the Commission implement controls over NEBRASKAland subscriptions and merchandise receipts to ensure all money received is deposited. We also recommend a periodic independent inventory reconciliation be conducted of NEBRASKAland merchandise to ensure merchandise is properly controlled.

*Commission's Response: The agency has contacted DAS - State Accounting and will begin a review of several internal control factors, including segregation of duties. A meeting of key Budget & Fiscal Division staff and Lynda Roesler (State Accounting – Systems Audit Coordinator) was held on Thursday, November 3 to discuss internal controls and a process for assessing current practices. A broader follow up meeting with more agency staff and Commissioners is anticipated to occur after the first of the year to emphasize the overall tone the agency wishes to set related to the importance of internal controls. The areas addressed here will be some of the first ones to be assessed for risk and have procedures reviewed/revised and monitored. During the interim, steps will be deployed that will ensure the money received is separated from the order fulfillment process. Additionally, I&E division staff are finishing up the design and implementation of an inventory database that will assist in the monitoring of merchandise.*

7. **Site Visits - Cash Counts**

Good internal controls require an accurate count of cash be maintained, all sales be recorded accurately on cash registers, and a daily reconciliation of sales recorded on cash registers to cash on hand be completed.

During site visits, variances were noted between the cash counted and the cash register X tapes of sales. The variances included 1) (\$86.34) short at the Omaha office, 2) (\$38.91) short at Mahoney State Park, 3) \$3.55 long at Fort Robinson, 4) \$52.40 long at Lake McConaughy, and 5) \$36.54 long at Buffalo Bill Historical Park.



NEBRASKA GAME AND PARKS COMMISSION

COMMENTS AND RECOMMENDATIONS

(Continued)

7. Site Visits - Cash Counts (Continued)

Omaha Game and Parks - There was a variance of (\$86.34) short after counting all cash and comparing it to the sales X tape. Omaha Game and Parks did not balance cash to sales per the cash register on a daily basis.

Mahoney State Park - There was a variance of (\$10.00) short at the swimming pool, (\$19.90) short at the snack bar, and (\$9.28) short at the tube rental location. The total variance for Mahoney State Park was (\$38.91) short after comparing the cash counted to the cash register X tapes. The total variance includes some other minor variances from the park.

Fort Robinson State Park - There was a variance of \$3.31 long at the Sutler Store after comparing the cash counted to the cash register X tape. The store had received \$9.75 for the day's total. The total variance was \$3.55, which included some other minor variances from the park.

Lake McConaughy - There was a variance of (\$7.10) short in the Safe Change Box and \$57.00 long in the Change Machine (Lone Eagle) after comparing the cash counted to the cash register X tape. The total variance was \$52.40 long, which includes some other minor variances. Auditors were unable to verify \$50.00 of the change fund locked in a safe at Cedar View Campground. Only a temporary employee who was done working for the year knew how to get into the safe.

Buffalo Bill Historical Park - There was a variance of \$10.00 long in the House Drawer and \$26.54 long in the Barn Drawer after comparing the cash counted to the cash register X tape. The \$26.54 long in the barn drawer had been there since August 22, 2005 and Auditors counted cash on August 25, 2005. The total variance was \$36.54 long.

When amounts between actual cash and register totals differ, the accountability of State funds is jeopardized.

We recommend 1) all sales be correctly recorded in the cash registers, 2) all employees be trained on how to use the cash register properly, and 3) all park sites perform daily reconciliation of cash to the sales recorded on cash registers.

*Commission's Response: The agency has contacted DAS - State Accounting and will begin a review of several internal control factors. A meeting of key Budget & Fiscal Division staff and Lynda Roesler (State Accounting - Systems Audit Coordinator) was held on Thursday, November 3 to discuss internal controls and a process for assessing current practices. A broader follow up meeting with more agency staff and Commissioners is anticipated to occur after the first of the year to emphasize the overall tone the agency wishes to set related to the importance of internal*

# NEBRASKA GAME AND PARKS COMMISSION

## COMMENTS AND RECOMMENDATIONS

(Continued)

### 7. Site Visits - Cash Counts (Concluded)

*Commission's Response, Concluded:*

*controls. The areas addressed here will be some of the first ones to be assessed for risk and have procedures reviewed/revised and monitored. Additionally, by March 2006 all field locations will be provided an updated accounting manual. The manual will address training and instructions on dealing with long & shorts as well as balancing to the cash registers Z tape if applicable. It should also be noted that immediately following the site visit, the Omaha office began a daily reconciliation process.*

### 8. Internal Control Over Permits

Good internal control and sound business practice would require adequate controls and procedures be established to ensure a fee is collected and deposited for each permit issued by the Commission and include an adequate segregation of duties and a periodic inventory of unissued permits.

There was inadequate control over the issuance of permits and licenses. A periodic inventory was not taken of the miscellaneous specialty type permits and one person was able to handle the money and issue the permit for many types of permits. This was a comment in a prior report.

- Fisheries - One employee issued Bait Vendor permits, Aquaculture Facility permits, Commercial Put and Take Permits, Missouri River Seining Permits, Nonresident Fish Dealer permits, and Disabled Fishing permits. There was no periodic inventory of unissued permits and there was no supervisory review to ensure the fee was deposited for each permit issued. Receipts from the sale of permits were not reconciled to the permits issued, so there was no way to know all money received was deposited.
- Wildlife - One employee issued Controlled Shooting Area Licenses from a WordPerfect merge file and assigned a sequential number as she issued each permit. Someone could issue a permit without collecting the fee or someone could issue the permit without depositing the fee paid by the applicant. Another employee issued Coyote Hunting Permits (pre-numbered). There was no periodic inventory of unissued permits. There was no supervisory review to ensure the fee was deposited for each permit issued. This employee also issues Falconry Permits and these are hand typed and assigned a sequential number by the issuer. Someone could issue a permit without collecting the fee or someone could issue the permit without depositing the fee paid by the applicant.

NEBRASKA GAME AND PARKS COMMISSION

COMMENTS AND RECOMMENDATIONS

(Continued)

8. Internal Control Over Permits (Continued)

- Law Enforcement - One employee issues Fur Buyer Permits and Hunter Safety Education Duplicate Cards. There was no periodic inventory of unissued permits. There was no supervisory review to ensure the fee was deposited for each permit issued. Hunter Safety Education Duplicate Cards are not pre-numbered. Someone could issue a permit or card without collecting the fee or someone could issue the permit or card without depositing the fee paid by the applicant.
- Permits - There was no inventory of unissued permits for Taxidermist and Nonresident Fur Harvests permits (both pre-numbered) and unissued permits were not kept in a secure location. There was no verification the fees for permits issued were deposited, so someone could issue a permit and keep the fee or issue a permit without collecting the fee.

Without proper controls over the issuance of permits, there is an increased risk a permit could be issued without the fee being collected or that a fee paid by an applicant would not be deposited.

We recommend adequate controls be established to ensure a fee is collected and deposited for each permit issued by the Commission. Specifically, periodic supervisory reviews and inventories should be conducted for all miscellaneous specialty permit types.

*Commission's Response: The agency has contacted DAS - State Accounting and will begin a review of several internal control factors. A meeting of key Budget & Fiscal Division staff and Lynda Roesler (State Accounting - Systems Audit Coordinator) was held on Thursday, November 3 to discuss internal controls and a process for assessing current practices. A broader follow up meeting with more agency staff and Commissioners is anticipated to occur after the first of the year to emphasize the overall tone the agency wishes to set related to the importance of internal controls. The areas addressed here will be some of the first ones to be assessed for risk and have procedures reviewed/revised and monitored.*

*The following steps will be taken in the short term . . .*

*Fisheries . . . all applications related to issued permits will note the deposit receipt number on them before filing. The deposit receipt will also be filed with the application. An inventory of unissued permits will be performed and recorded annually.*

*Wildlife . . . Coyote Hunting permits: the supervisor of the employee issuing the permits will complete an annual review of un-issued permits and a copy of the findings will be filed with the permits/applications. Controlled Shooting Areas: Permit numbers are re-issued to the same*

NEBRASKA GAME AND PARKS COMMISSION

COMMENTS AND RECOMMENDATIONS

(Continued)

**8. Internal Control Over Permits (Concluded)**

*Commission's Response, Concluded:*

*area each year (until they no longer apply), thus pre-numbered permits are not necessary. The person issuing the permit is not the same person who "signs" the permit. As a compensating control, the permit will not be signed without a receipt of payment from the permit section. Falconry Permit: The person issuing the permit is not the same person who 'signs' the permit. As a compensating control, the permit will not be signed without a receipt of payment from the permit section.*

*Law Enforcement: Hunter Education Duplicate Cards - the duplicate cards will be numbered and inventoried by January 1, 2006 (to allow time for printing of new numbered cards). Beginning January 1, 2006, an inventory of the cards and, beginning November 1, 2005, an audit of payments received and forwarded to Permits Section for any issued cards will be made by the 10<sup>th</sup> of each month for the preceding month by the Assistant Administrator overseeing the Staff Assistant who issues the cards. The inventory and audit will be documented on a monthly inventory/audit form by the Assistant Administrator with any discrepancies identified and action taken. The numbered Hunter Education Duplicate Cards will be stored in a locked file cabinet as soon as possible and no later than November 1, 2005, in the file room, which will also be locked when not overseen by attendant personnel. Fur Buyer Permits - Fur Buyer Permits will be kept in a locked file cabinet as soon as possible and no later than November 1, 2005, in the file room, which will also be locked when not overseen by attendant personnel. Beginning November 1, 2005, an inventory of the Fur Buyer Permits and audit of payments received and forwarded to Permits Section for any issued permits will be made by the 10<sup>th</sup> of each month for the preceding month by the Assistant Administrator overseeing the Staff Assistant who issues the permits. The inventory and audit will be documented on a monthly inventory/audit form by the Assistant Administrator with any discrepancies identified and action taken.*

*Permits: An inventory will be taken no later than November 15, 2005. All unissued numbers will be documented for both the Taxidermist and Nonresident Fur Harvester permits. These permits, while currently kept in the 'secured' permits section area, will be secured in the agency vault at the close of each business day. Assigned staff will obtain the necessary pre-numbered permits, handwrite the assigned permit number on each respective application form, make a photo-copy of the application form and attach permit fees and forward to accounts receivable staff. Once the permits are issued the original application form with the attached copy of the issued permit will be forwarded to accounts receivable, reconciled with the permit fees on hand and the revenues deposited. Periodic follow up inventories will be conducted by the Permit Section supervisor.*

# NEBRASKA GAME AND PARKS COMMISSION

## COMMENTS AND RECOMMENDATIONS

(Continued)

### 9. Artifacts Inventory

Good internal control requires security over assets, including periodic physical inventory of assets. Per the Commission Cataloging Policies Manual, the registration of an artifact includes applying the inventory number to the object.

A physical inventory of artifacts was not completed on a regular basis. During our Buffalo Bill Historical Park visit, we noted one of five items tested on the inventory list could not be located (a rifle). We also noted four of nine items were not properly tagged with an inventory number. Per conversations with Parks Division staff, there was no regular inventory of artifacts done at the Parks. Buffalo Bill Historical Park is working on a new inventory list for their items. The portion related to tagging of artifacts was a comment in a prior report.

Without taking inventory there is a risk of new and old items not being added or deleted to/from the list upon acquisition or retirement. Further, not taking inventory on a regular basis increases the risk of loss by theft.

We recommend 1) an inventory of artifacts be taken on a regular basis if not annually at least biannually; sampling of the inventory items may be an option, 2) they identify all items on the list to ensure all items are present at the park, and 3) all artifacts be affixed with their inventory tag number.

*Commission's Response: Each park area has been assigned the responsibility of ensuring the recording and monitoring of their artifact inventories. An overall administrative copy is being updated in the central Parks Administration office. An electronic version will be sent to the field for reconciliation by March 2006. The artifact inventory will then be reviewed and updated annually at the same time the normal fixed asset inventory is accomplished. Upon a superintendent's transferring or leaving employment, an artifact inventory audit will be completed.*

### 10. Segregation of Duties - Fixed Assets (Equipment)

Good internal control requires a segregation of duties so no one individual handles all phases of a transaction. Good internal control also includes reconciliation of different sets of data to one another, in order to identify differences and take corrective action if necessary, thus ensuring accuracy and reliability.

NEBRASKA GAME AND PARKS COMMISSION

COMMENTS AND RECOMMENDATIONS

(Continued)

**10. Segregation of Duties - Fixed Assets (Equipment) (Continued)**

One individual was responsible for maintaining, adding, and deleting items from the NIS equipment fixed asset system. No one reviewed the “Additions and Retirements Report” or compared the asset listings to ensure all items added and deleted were proper. In addition, no one reviewed the Other Fixed Asset Integrity Reports which included “Fixed Asset Category Code Omissions Report” and “Fixed Asset No Attachment Report.” This was also a comment in a prior report.

Without adequate controls in place, there is an increased risk of errors and irregularities related to equipment fixed assets.

We recommend a documented review be completed of the “Additions and Retirements Report” and the other fixed asset integrity reports be completed in order to ensure all items are correctly recorded on NIS. We also recommend more than one person review these including supervisory staff.

*Commission’s Response: Entries made by the individual are reviewed/approved at various points of the complete transaction by staff in the division responsible for the asset, by staff responsible for Federal Aid administration, if applicable, and by staff in the procurement and payables sections of the Budget and Fiscal division. This procedure is being reviewed and data entry will be split between two or more individuals if deemed necessary and a process for documenting reviews/approvals will be put in place.*

*The reports mentioned in the condition have not been ran and reviewed on a regular basis, and when reviewed by supervisory staff the review has not been documented. The reports which have been reviewed and compared with online NIS records and other NIS reports on a regular basis by fixed asset section staff, responsible division staff, federal aid staff, when applicable, and budget and fiscal division supervisory staff are:*

- “Unposted Fixed Assets Report” and the “No Cost Integrity Report” (fixed assets staff and budget and fiscal supervisory staff)
- “Fixed Assets Extract Report” (federal aid administration staff and budget and fiscal supervisory staff)
- “Auditor Fixed Asset Listing Report” (annually reviewed and adjustments documented by staff at fixed asset location and fixed assets staff)
- “Fixed Asset by Location Report” (budget and fiscal supervisory staff)
- “Asset Master List” (budget and fiscal supervisory staff)

NEBRASKA GAME AND PARKS COMMISSION

COMMENTS AND RECOMMENDATIONS

(Continued)

**10. Segregation of Duties - Fixed Assets (Equipment)** (Concluded)

*Commission's Response, Concluded:*

*The procedure for scheduling the review of the reports recommended is being reviewed and will be implemented if deemed necessary and a process for documenting all reviews of fixed asset reports will be put in place.*

**11. Fixed Asset Acquisition Dates (Buildings)**

Good internal control requires items acquired be dated with the correct year of acquisition.

During testing, we noted the Commission had several buildings with incorrect acquisition dates on NIS. There were approximately 33 buildings incorrectly entered as being acquired in the future.

The listing of fixed assets was inaccurate. This causes the depreciation expense for buildings to be misstated.

We recommend all fixed asset additions be reviewed to ensure the correct year of acquisition is recorded.

*Commission's Response: An Asset Master List will be ran for all Commission fixed assets and the date acquired will be reviewed and incorrect "future" dates will be corrected. A procedure for scheduling the frequency of this review of acquired dates by fixed assets supervisory staff is being reviewed and will be implemented if deemed necessary and a process for documenting all reviews will be put in place.*

**12. Fixed Asset Purchase Coded to Incorrect Fund**

Neb. Rev. Stat. Section 81-161.04(2) R.R.S. 2003 requires funds from the sale of surplus assets be deposited to the fund the item was originally purchased from or the General Fund. Good internal control requires the correct fund of origination be recorded on NIS for all items in order for the correct fund to receive the money when the item is disposed of.

One of five equipment additions tested was coded to the wrong fund of origination. A 2004 Smith Root Boat (Tag #33E40550) was incorrectly coded to Fund 23320 (State Game Fund) on additions, but should have been coded to the fund it was purchased with; Fund 43320 (SP Federal Programs).

NEBRASKA GAME AND PARKS COMMISSION

COMMENTS AND RECOMMENDATIONS

(Continued)

**12. Fixed Asset Purchase Coded to Incorrect Fund (Concluded)**

Incorrect recording of the fund an item was purchased from causes monies to be deposited to an incorrect fund when the item is surplus.

We recommend the Commission review additions to ensure the correct fund of origination is recorded for all items.

*Commission's Response: The Additions and Retirement by Fund Report will be ran for all Commission fixed assets and the fund listed will be reviewed. If the fund listed is questionable, a Cost Summary Inquiry for the asset will be reviewed to ensure the asset cost was posted to the correct fund or funds. The Additions and Retirement by Fund Report lists only one of the funds utilized in a split coded purchase; therefore, all split funded assets will need the Cost Summary comparison. A procedure for scheduling the implementation and frequency of this review/comparison of funds listed on the Additions and Retirement by Fund Report by fixed assets supervisory staff is being reviewed and will be implemented if deemed necessary and a process for documenting all reviews will be put in place.*

*Currently, a review of business units/funds used to purchase each equipment asset is occurring when fixed asset staff post the expenditure to the asset and budget and fiscal supervisory staff review the posting of expenditures to assets. A process to better document this review will be implemented.*

**13. Fixed Asset (Equipment) Items Not Properly Tagged**

Neb. Rev. Stat. Section 81-1118.02(1) R.R.S. 1999 requires each agency to take inventory of all property. Neb. Rev. Stat. Section 81-1118.02(3) R.R.S. 1999 requires each agency to clearly tag all property as "Property of the State of Nebraska." Further, good internal control requires an accurate listing of inventory items be maintained.

During park visits, we noted the following related to fixed assets:

- Two of fifty-three items tested could not be located when tracing from the inventory list to the item.
- Forty-three of ninety-five items tested were not identified as "Property of the State of Nebraska."



NEBRASKA GAME AND PARKS COMMISSION

COMMENTS AND RECOMMENDATIONS

(Continued)

13. **Fixed Asset (Equipment) Items Not Properly Tagged**(Concluded)

- Thirteen of ninety-six items tested were not properly tagged with an inventory number.
- One of forty-seven items tested could not be traced from the item to the inventory list.

An inaccurate inventory list, items missing tag numbers, and items not identified as “Property of the State of Nebraska” could result in a loss or theft of State assets. This was a comment in a prior report.

We recommend the Commission 1) ensure all inventory items are tagged as “Property of the State of Nebraska”, 2) ensure all inventory items are correctly tagged with a number, and 3) ensure all items are included on the list and the location known.

*Commission’s Response: A memo will be sent to all agency personnel reminding them of the need to ensure all property is properly tagged and identified as state property. Area personnel will be requested to certify their compliance with tagging requirements during the annual fixed asset inventory review which will have instructions and reports sent out in December. Regional managers/supervisors of the various divisions will be requested to perform random field audits when visiting locations. Change of responsible personnel at field locations will also trigger an inventory audit prior to their transfer or leaving employment.*

14. **Building Inventory**

Governmental Accounting Standards Board Codification Section 1400.111 requires fixed assets to be recorded at cost. “The cost of a fixed asset includes not only its purchase price or construction cost, but also ancillary charges necessary to place the asset in its intended location and condition for use. Ancillary charges include costs such as freight and transportation charges, site preparation expenditures, professional fees, and legal claims directly attributable to asset acquisition.” Further, good internal controls require accurate record keeping, including timely addition of new buildings and retirement of old.

- The Commission’s Engineering Division did not include the cost of consultation and design by in-house employees in the historical cost of buildings. Tag #33ZZ0396900B Shower/Latrine Building at Branched Oak was partially designed by Commission employees and those costs were not included in the cost of the building. This was included in a prior comment.

NEBRASKA GAME AND PARKS COMMISSION

COMMENTS AND RECOMMENDATIONS

(Continued)

**14. Building Inventory (Concluded)**

- In reviewing building inventory additions, two of five buildings tested were added in the fiscal year ended June 30, 2005, but were completed in previous fiscal years, and were added at an estimated cost. Tag #33M041200B Picnic Shelter Horse Camp at Indian Cave was added in fiscal year 2005, but was actually completed in 1998. Tag#33M0423500B Trout Lake ADA Fishing Pier at Two Rivers was added in fiscal year 2005, but was actually completed in 1984. This was included in a prior comment.
- In reviewing building inventory retirements, the two buildings tested were removed from the inventory list in the fiscal year ended June 30, 2005, but were actually retired in previous fiscal years. Tag #33D0093800B Superintendents Residence at Sacramento Wilcox was deleted in fiscal year 2005, but was actually retired in 1999. Tag #33E0315700B Fisheries Trailer at Windmill SRA was deleted in fiscal year 2005, but was actually retired in 2001.

There is an increased risk the building inventory list may be misstated.

We recommend buildings be entered in a timely manner at the complete cost of the building, including all costs associated with Commission employees. We also recommend retirements are recorded in a timely manner.

*Commission's Response: Efforts will be made to ensure buildings are added or retired on the list during the same fiscal year the action occurs. The Engineering Division has the responsibility of monitoring and updating the building inventory listing, but is not always informed when some smaller buildings (e.g. the Indian Cave shelter) are constructed, if they are not brought in on the original design and review. A communiqué will be sent to all divisions instructing them to have all building projects reviewed by Engineering prior to any materials being purchased or construction being done. Additionally, to ensure all employee costs are reported, the final cost of each building designed in-house, will be increased by 10% to cover consultation and design fees.*

**15. Voyager Card Policy**

Good internal controls require procedures and policies be documented and readily accessible by employees.

NEBRASKA GAME AND PARKS COMMISSION

**COMMENTS AND RECOMMENDATIONS**

(Continued)

**15. Voyager Card Policy (Concluded)**

There was no readily available written policy for the use of the Voyager Card. Original policy was set by memos and is not reproduced anywhere else. When the Voyager Cards were implemented, a policy was established by three memos dated January 6, 2000, February 28, 2000, and April 10, 2000. There was no other source for this policy.

If an employee was not with the Commission at the time the memos were distributed, then there would be no other source from which to obtain this policy.

We recommend the Commission make policies and procedures readily accessible to employees. The Voyager Card policy should be included in the Commission's policy manual. The Commission may also want to place a copy of the policy in each vehicle with the Voyager Card.

*Commission's Response: The policy manual will be reviewed during the next year to determine the appropriate updating needs. Placing the policy manual on the agency's internal web site will be explored. The historic voyager card memos will be reviewed, compiled, and updated as needed into a current more inclusive guidance document.*

**16. Restrictive Endorsement of Checks**

Good internal control requires all checks be endorsed immediately upon receipt.

Eleven of twenty-three checks tested during the cash count at Mahoney State Park (Pool Cash Registers) were not restrictively endorsed. Additionally, we noted two of twenty-two checks tested during the cash count at Lake McConaughy (Camp Host Bags) were not restrictively endorsed. Two Rivers State Recreation Area's standard procedure was to endorse checks when preparing the deposit not immediately upon receipt. Lack of restrictive endorsement was a comment in a prior report.

For those checks which are not restrictively endorsed immediately upon receipt, the risk for the loss or misuse of State funds increases.

We recommend each check received be restrictively endorsed immediately upon receipt over the counter or immediately upon opening the mail.

NEBRASKA GAME AND PARKS COMMISSION

**COMMENTS AND RECOMMENDATIONS**

(Continued)

**16. Restrictive Endorsement of Checks (Concluded)**

*Commission's Response: An email was sent on November 7, 2005 to all district offices, parks, and field locations that collect fees. The email informed them of the requirement of restrictively endorsing checks upon receipt, not at the close of business or at the time the deposit is prepared. Additionally, the email requested them to provide a list of endorsement stamp needs, to facilitate ordering to ensure each location (some parks have several locations within the park) that collects fees has a stamp.*

**17. Leave Balances on NIS**

The Nebraska Information System (NIS) is the official accounting system of the State and leave earning, usage, and balancing should be performed using NIS.

Three of twenty leave balances tested during our detail test of payroll were incorrect. In addition, the one part-time employee's leave balances tested were incorrect. The Commission does not rely on NIS to track the leave balances of part-time employees. The auditor observed numerous attempts by the Commission to correct the leave balances of employees. Commission staff sends the information on employees leave balances, which need to be corrected, to the NIS team. There is some confusion about why their balances are not being correctly updated. Seven terminated employees had vacation balances on NIS ranging from 8 to 57.89 hours, for a total of 193.42 hours.

Leave balances recorded on NIS were incorrect.

We recommend the Commission implement policies and procedures to ensure leave balances are correct on NIS.

*Commission's Response: Leave balances of the three identified individuals have been corrected. The NIS employee records of all employees separated since 1/1/03 (NIS go live date) have been reviewed to ensure those records all reflect zero balances. A monthly procedure of one-time overrides for permanent part-time employees with varying work hours has been implemented.*

**18. Removal of Terminated Employees from NIS**

Good internal controls require terminated employees be removed from NIS within a reasonable amount of time.

NEBRASKA GAME AND PARKS COMMISSION

COMMENTS AND RECOMMENDATIONS

(Continued)

**18. Removal of Terminated Employees from NIS (Concluded)**

One of five terminated permanent employees tested was not removed within two pay periods. This employee had four pay stubs in NIS after their last actual pay check. When testing employees without benefits (temporary employees), three of five employees tested were not recorded as terminated and should have been over two years ago.

Without proper internal control to remove terminated employees from NIS, there is an increased risk of loss or misuse of State funds.

We recommend the Commission design and implement procedures to ensure terminated employees are removed from NIS within two pay periods.

*Commission's Response: Division administrators will be reminded to promptly forward personnel recommendation forms to separate their temporary employees that are no longer working for the agency. These forms prompt the Personnel Division to inactivate the employee record in NIS. Personnel will inactivate affected employees within the two pay periods.*

**19. Reconciliation of Bank Records to NIS**

Good internal control requires a plan of organization, procedures, and records designed to safeguard assets and provide reliable financial information. Without a timely and complete reconciliation of bank records to the Nebraska Information System (NIS), there is a greater risk for fraud and errors to occur and to remain undetected.

During the audit of the Comprehensive Annual Financial Report (CAFR) of the State of Nebraska, the Auditor of Public Accounts (APA) noted the absence of reconciliation between the Nebraska State Treasurer's actual bank statements and Nebraska accounting records (in both NIS and NAS, the Nebraska Accounting System before NIS). This has been an issue for the Department of Administrative Services (DAS) Accounting Division for many years. The Auditor of Public Account's previous versions noted monthly reconciliations have not been completed in a timely manner and reconciliations performed have shown significant unknown variances between the bank records and the accounting records, with the bank being short compared to the accounting records. Although DAS Accounting Division continues to work on correcting the reconciliation of bank records to NIS, the APA continues to note areas where improvement is still needed in the reconciliation process to ensure NIS integrity and operational efficiency. Specifically, the APA noted the status of the reconciliation process as of August 11, 2005 to be as follows:

NEBRASKA GAME AND PARKS COMMISSION

COMMENTS AND RECOMMENDATIONS

(Continued)

**19. Reconciliation of Bank Records to NIS (Concluded)**

DAS Accounting Division has worked on the reconciliation process, but continued progress is needed. DAS Accounting Division's reconciliation process has developed into a very detailed process of analyzing bank activity, compared to activity recorded on NIS, to identify reconciling items. DAS Accounting Division has completed their reconciliation process for the months of June and July of 2004. The APA has reviewed these reconciliations. These two months show variances of \$2,944,126 and \$2,932,824, respectively. Again, the reconciliations show the bank being short compared to the accounting records. Per inquiry of management, DAS Accounting Division has started the reconciliation process for various months of the fiscal year ended June 30, 2005; however, the reconciliation process has not been a continuous monthly process and no monthly reconciliation has been completed since July of 2004.

Although DAS Accounting Division has worked on the reconciliation process, the process is still not done in a timely manner and the variance is inconsistent. The reconciliation continues to reflect unknown variances and shortages. Complete and timely reconciliation procedures between bank records and accounting records are required to provide control over cash and accurate financial information.

The APA recommends DAS Accounting Division continue their reconciliation process, in a timelier manner, and on at least a monthly basis, to ensure all financial information is correct on NIS. We also recommend, when a consistent cash variance between the bank records and the accounting records is obtained (based on at least six months of reconciliations), DAS submit their plan for adjusting NIS to the Governor and the Legislature so they may take appropriate action to correct NIS and resolve the variances noted.

This issue is the responsibility of DAS Accounting Division; however, as the variances have not been identified by fund or agency, this issue directly affects all Nebraska State agencies' financial information and must be disclosed in this report.

*Commission's Response: This is an item outside of this agency's control. We understand that DAS Accounting is working to resolve this matter and intends to this Fiscal Year.*

# STATE OF NEBRASKA AUDITOR OF PUBLIC ACCOUNTS

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## NEBRASKA GAME AND PARKS COMMISSION

### INDEPENDENT ACCOUNTANT'S REPORT

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We have examined the accompanying schedule of revenues, expenditures, and changes in fund balances of the Nebraska Game and Parks Commission (Commission) for the fiscal year ended June 30, 2005. The Commission's management is responsible for the schedule of revenues, expenditures, and changes in fund balances. Our responsibility is to express an opinion based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants, and the standards applicable to attestation engagements contained in *Government Auditing Standards* issued by the Comptroller General of the United States, and accordingly, included examining, on a test basis, evidence supporting the schedule of revenues, expenditures, and changes in fund balances and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion.

In our opinion, the schedule referred to above presents, in all material respects, the revenues, expenditures, and changes in fund balances of the Nebraska Game and Parks Commission for the fiscal year ended June 30, 2005, based on the accounting system and procedures prescribed by the State of Nebraska Director of Administrative Services as described in Note 1.

In accordance with *Government Auditing Standards*, we have also issued our report dated September 29, 2005, on our consideration of the Nebraska Game and Parks Commission's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grant

agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an attestation engagement performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our examination.

This report is intended solely for the information and use of the Commission and the appropriate Federal and regulatory agencies. However, this report is a matter of public record and its distribution is not limited.

A handwritten signature in black ink that reads "Timothy J. Chamber CPA". The signature is written in a cursive style with a large, sweeping initial "T".

Assistant Deputy Auditor

September 29, 2005



NEBRASKA GAME AND PARKS COMMISSION  
**SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES**  
For the Fiscal Year Ended June 30, 2005

	State General Fund 10000	Cowboy Trail Fund 23280	State Game Fund 23320	State Park Fund 23330	Nebraska Habitat Fund 23340	Nongame Endangered Species Fund 23350	Game Law Investigation Fund 23360	Snowmobile Trail Fund 23370
<b>REVENUES:</b>								
Appropriations	\$ 9,072,049	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Taxes	-	-	-	-	-	-	-	-
Intergovernmental	1,187	-	4,619,240	57,867	1,032,021	69,197	232	-
Sales & Charges	-	-	11,692,032	6,420,993	1,995,229	11,554	-	5,539
Miscellaneous	2,705	12,821	1,028,877	8,477,515	254,032	16,099	1,119	7,068
<b>TOTAL REVENUES</b>	<b>9,075,941</b>	<b>12,821</b>	<b>17,340,149</b>	<b>14,956,375</b>	<b>3,281,282</b>	<b>96,850</b>	<b>1,351</b>	<b>12,607</b>
<b>EXPENDITURES:</b>								
Personal Services	6,209,071	-	11,458,640	9,898,058	939,419	1,716	-	-
Operating	2,248,213	5,025	4,641,783	5,450,780	1,065,978	58,219	-	783
Travel	92,403	-	236,894	50,234	12,122	5,350	-	-
Capital Outlay	479,176	-	623,667	643,559	472,869	-	-	-
Government Aid	43,186	-	447,737	2,500	1,319,917	3,305	-	-
<b>TOTAL EXPENDITURES</b>	<b>9,072,049</b>	<b>5,025</b>	<b>17,408,721</b>	<b>16,045,131</b>	<b>3,810,305</b>	<b>68,590</b>	<b>-</b>	<b>783</b>
Excess (Deficiency) of Revenues Over (Under) Expenditures	3,892	7,796	(68,572)	(1,088,756)	(529,023)	28,260	1,351	11,824
<b>OTHER FINANCING SOURCES (USES)</b>								
Sales of Assets	43,439	26	63,407	143,386	4,051	3	-	-
Deposit to General Fund	(47,331)	-	-	-	-	-	-	-
Operating Transfers In	-	-	-	-	-	67,182	-	-
Operating Transfers Out	-	-	(444)	(1,318)	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>(3,892)</b>	<b>26</b>	<b>62,963</b>	<b>142,068</b>	<b>4,051</b>	<b>67,185</b>	<b>-</b>	<b>-</b>
Net Change in Fund Balances	-	7,822	(5,609)	(946,688)	(524,972)	95,445	1,351	11,824
<b>FUND BALANCES, JULY 1, 2004</b>	<b>-</b>	<b>174,958</b>	<b>13,628,225</b>	<b>2,670,116</b>	<b>1,953,811</b>	<b>462,704</b>	<b>2,602</b>	<b>194,449</b>
<b>FUND BALANCES, JUNE 30, 2005</b>	<b>\$ -</b>	<b>\$ 182,780</b>	<b>\$ 13,622,616</b>	<b>\$ 1,723,428</b>	<b>\$ 1,428,839</b>	<b>\$ 558,149</b>	<b>\$ 3,953</b>	<b>\$ 206,273</b>
<b>FUND BALANCES CONSIST OF:</b>								
General Cash	\$ -	\$ 182,780	\$ 14,242,386	\$ 3,528,360	\$ 1,435,548	\$ 502,358	\$ 3,953	\$ 206,273
Petty Cash	-	-	3,700	31,850	-	-	-	-
NSF Items	-	-	-	94	-	-	-	-
Deposits with Vendors	-	-	23,062	-	-	-	-	-
Accounts Receivable Invoiced	-	-	76	13,999	1,050	-	-	-
Due From Other Funds	-	-	195,600	25,000	-	55,800	-	-
Loans Receivable	-	-	-	8	-	-	-	-
Due to Vendors	-	-	(19,819)	(22,206)	(7,631)	-	-	-
Due to Fund (Note 6)	-	-	(822,312)	(1,853,351)	(128)	(9)	-	-
Due to Government	-	-	(77)	(326)	-	-	-	-
<b>TOTAL FUND BALANCES</b>	<b>\$ -</b>	<b>\$ 182,780</b>	<b>\$ 13,622,616</b>	<b>\$ 1,723,428</b>	<b>\$ 1,428,839</b>	<b>\$ 558,149</b>	<b>\$ 3,953</b>	<b>\$ 206,273</b>

The accompanying notes are an integral part of the schedule.

(Continued)

NEBRASKA GAME AND PARKS COMMISSION  
**SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES**  
For the Fiscal Year Ended June 30, 2005

	NORDA Fund 23380	Trail Development Fund 23390	Aquatic Habitat Fund 23410	Niobrara Council Fund 23420	State Building General Fund 38000	Federal Programs Fund 43320	Recreational Trails Fund 43330	Niobrara Council Fund 43340	<b>Total (Memorandum Only)</b>
<b>REVENUES:</b>									
Appropriations	\$ -	\$ -	\$ -	\$ -	\$ 5,151	\$ -	\$ -	\$ -	\$ 9,077,200
Taxes	1,309,039	-	-	-	-	-	-	-	1,309,039
Intergovernmental	272,500	-	939,402	11,610	-	6,229,582	505,143	125,000	13,862,981
Sales & Charges	102,474	-	857,801	-	-	-	-	-	21,085,622
Miscellaneous	-	8,751	142,456	258	-	(46,938)	5,952	-	9,910,715
<b>TOTAL REVENUES</b>	<b>1,684,013</b>	<b>8,751</b>	<b>1,939,659</b>	<b>11,868</b>	<b>5,151</b>	<b>6,182,644</b>	<b>511,095</b>	<b>125,000</b>	<b>55,245,557</b>
<b>EXPENDITURES:</b>									
Personal Services	461,513	-	109,494	-	-	439,266	-	-	29,517,177
Operating	979,491	-	644,191	-	5,151	2,078,521	9,146	-	17,187,281
Travel	150	-	11,984	-	-	48,323	-	-	457,460
Capital Outlay	9,834	-	-	-	-	2,032,490	-	-	4,261,595
Government Aid	-	267,880	146,148	22,349	-	2,137,965	434,903	101,321	4,927,211
<b>TOTAL EXPENDITURES</b>	<b>1,450,988</b>	<b>267,880</b>	<b>911,817</b>	<b>22,349</b>	<b>5,151</b>	<b>6,736,565</b>	<b>444,049</b>	<b>101,321</b>	<b>56,350,724</b>
Excess (Deficiency) of Revenues Over (Under) Expenditures	233,025	(259,129)	1,027,842	(10,481)	-	(553,921)	67,046	23,679	(1,105,167)
<b>OTHER FINANCING SOURCES (USES)</b>									
Sales of Assets	173	-	-	-	-	924	-	-	255,409
Deposit to General Fund	-	-	-	-	-	-	-	-	(47,331)
Operating Transfers In	-	140,000	-	-	-	-	-	-	207,182
Operating Transfers Out	-	-	-	-	-	-	-	-	(1,762)
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>173</b>	<b>140,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>924</b>	<b>-</b>	<b>-</b>	<b>413,498</b>
Net Change in Fund Balances	233,198	(119,129)	1,027,842	(10,481)	-	(552,997)	67,046	23,679	(691,669)
FUND BALANCES, JULY 1, 2004	2,718,969	211,122	3,815,312	11,292	-	993,233	-	84,947	26,921,740
FUND BALANCES, JUNE 30, 2005	<b>\$ 2,952,167</b>	<b>\$ 91,993</b>	<b>\$ 4,843,154</b>	<b>\$ 811</b>	<b>\$ -</b>	<b>\$ 440,236</b>	<b>\$ 67,046</b>	<b>\$ 108,626</b>	<b>\$ 26,230,071</b>
<b>FUND BALANCES CONSIST OF:</b>									
General Cash	\$ 2,952,363	\$ 91,993	\$ 4,843,156	\$ 811	\$ -	\$ 690,833	\$ 67,046	\$ 108,626	\$ 28,856,486
Petty Cash	-	-	-	-	-	-	-	-	35,550
NSF Items	-	-	-	-	-	-	-	-	94
Deposits with Vendors	-	-	-	-	-	-	-	-	23,062
Accounts Receivable Invoiced	-	-	-	-	-	26,664	-	-	41,789
Due From Other Funds	-	-	-	-	-	-	-	-	276,400
Loans Receivable	-	-	-	-	-	-	-	-	8
Due to Vendors	(196)	-	-	-	-	(861)	-	-	(50,713)
Due to Fund (Note 6)	-	-	(2)	-	-	(276,400)	-	-	(2,952,202)
Due to Government	-	-	-	-	-	-	-	-	(403)
<b>TOTAL FUND BALANCES</b>	<b>\$ 2,952,167</b>	<b>\$ 91,993</b>	<b>\$ 4,843,154</b>	<b>\$ 811</b>	<b>\$ -</b>	<b>\$ 440,236</b>	<b>\$ 67,046</b>	<b>\$ 108,626</b>	<b>\$ 26,230,071</b>

The accompanying notes are an integral part of the schedule.

(Concluded)

# NEBRASKA GAME AND PARKS COMMISSION

## NOTES TO THE SCHEDULE

For the Fiscal Year Ended June 30, 2005

### 1. Criteria

The accounting policies of the Nebraska Game and Parks Commission are on the basis of accounting as prescribed by the State of Nebraska Department of Administrative Services (DAS).

Per Neb. Rev. Stat. Section 81-1107(2) R.S.Supp., 2004, the State of Nebraska Director of Administrative Services duties include “The keeping of general accounts and the adoption and promulgation of appropriate rules, regulations, and administrative orders designed to assure a uniform and effective system of accounts and accounting, the approval of all vouchers, and the preparation and issuance of warrants for all purposes.”

The Nebraska Information System (NIS) is the official accounting system prescribed by DAS for the State of Nebraska. Policies and procedures are detailed in NIS manuals and Nebraska Accounting System Concepts published by DAS and available to the public. The financial information used to prepare the schedule of revenues, expenditures, and changes in fund balances for the Commission was obtained directly from the NIS. NIS records accounts receivable and accounts payable as transactions occur. As such certain revenues are recorded when earned and expenditures are recorded when a liability is incurred, regardless of the timing of related cash flows. The accounts payable liability recorded on NIS, and thus recorded as expenditures, as of June 30, 2005 includes only those payables posted to NIS before June 30, 2005 and not yet paid as of that date. The amount recorded as expenditures as of June 30, 2005 **does not** include amounts for goods and services received before June 30, 2005 which had not been posted to NIS as of June 30, 2005.

NIS also records other liabilities (primarily in the Distributive Fund Type) in accounts titled Due to Fund and Due to Government. The assets in these funds are being held by the State as an agent and will be used to pay those liabilities to individuals, private organizations, other governments, and/or other funds. The recording of those liabilities reduces the fund balance/equity. For further information of the activity recorded to those accounts for the fiscal year ended June 30, 2005 see Note 6.

The NIS system does not include liabilities for accrued payroll and compensated absences.

The fund types established by NIS that are used by the Commission are:

**10000 – General Fund** – accounts for all financial resources not required to be accounted for in another fund.

**20000 – Cash Funds** – account for revenues generated by specific activities from sources outside of State government and the expenditures directly related to the generation of the revenues. Cash funds are established by State statutes and must be used in accordance with those statutes.

NEBRASKA GAME AND PARKS COMMISSION

NOTES TO THE SCHEDULE

(Continued)

1. **Criteria** (Continued)

**30000 – Construction Funds** – account for the revenues and expenditures associated with the acquisition or construction of capital facilities.

**40000 – Federal Funds** – account for all federal grants and contracts received by the State. Expenditures must be made in accordance with applicable federal requirements.

The major revenue object account codes established by NIS used by the Commission are:

**Appropriations** – Appropriations are granted by the Legislature to make expenditures and to incur obligations. The amount of appropriations reported as revenue is the amount of expenditures.

**Taxes** – Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. Taxes recorded as revenue for the Commission consists of cigarette tax receipts collected by the Nebraska Department of Revenue and transferred to the Nebraska Outdoor Recreation Development Act (NORDA) Fund by the State Treasurer.

**Intergovernmental** – Revenue from other governments in the form of grants, entitlements, shared revenues, payments in lieu of taxes, or reimbursements.

**Sales & Charges** – Income derived from sales of merchandise and commodities, compensation for services rendered, and charges for various licenses, permits, and fees.

**Miscellaneous** – Revenue from sources not covered by other major categories, such as investment income, cabin rentals, and camping fees.

The major expenditure object account titles established by NIS used by the Commission are:

**Personal Services** – Salaries, wages, and related employee benefits provided for all persons employed by the Commission.

**Operating** – Expenditures directly related to a program's primary service activities.

**Travel** – All travel expenses for any state officer, employee, or member of any commission, council, committee, or board of the State.

**Capital Outlay** – Expenditures which result in the acquisition of or an addition to capital assets. Capital assets are resources of a long-term character, owned or held by the government.

NEBRASKA GAME AND PARKS COMMISSION

NOTES TO THE SCHEDULE

(Continued)

1. **Criteria** (Concluded)

**Government Aid** - Payment of Federal and/or State money to governmental subdivisions, State agencies, local health and welfare offices, individuals, etc., in furtherance of local activities and accomplishment of State programs.

Other significant object account codes established by NIS and used by the Commission include:

**Assets** - Resources owned or held by a government that have monetary value. Assets include cash accounts, petty cash, deposits with vendors, and receivable accounts. Accounts receivable are recorded as an increase to revenues and an increase to fund balance on the schedule. Cash accounts and deposits with vendors are also included in fund balance and are reported as recorded on NIS.

**Liabilities** - Legal obligations arising out of transactions in the past that must be liquidated, renewed, or refunded at some future date. Accounts payable transactions increase expenditures and decrease fund balance. Other liabilities recorded on NIS for the Commission's funds at June 30, 2005 included Due to Fund and Due to Government. The activity of these accounts are not recorded on the Schedules of Revenues, Expenditures, and Changes in Fund Balances as they are not recorded through revenue and expenditure accounts.

**Other Financing Sources** - Operating transfers and proceeds of fixed asset dispositions.

2. **State Agency**

The Nebraska Game and Parks Commission (Commission) is a State agency established under and governed by the laws of the State of Nebraska. As such, the Commission is exempt from State and Federal income taxes. The schedule includes all funds of the Commission. The Nebraska Environmental Trust funds are not included as they are included in a separate report.

The Nebraska Game and Parks Commission is part of the primary government for the State of Nebraska.

3. **Totals**

The Totals "Memorandum Only" column represents an aggregation of individual account balances. The column is presented for overview informational purposes and does not present consolidated financial information because interfund balances and transactions have not been eliminated.

NEBRASKA GAME AND PARKS COMMISSION

NOTES TO THE SCHEDULE

(Continued)

**4. Capital Assets**

Under NIS, capital assets are not capitalized in the funds used to acquire or construct them. Instead, capital acquisitions are reflected as expenditures. Capital assets, which would include property, plant, equipment, and infrastructure assets (e.g., roads, bridges, sidewalks, and similar items) would be reported for the State of Nebraska in the Comprehensive Annual Financial Report (CAFR). The Commission's values all capital assets at cost where historical records are available and at estimated historical cost where no historical records exist. Donated capital assets are valued at their estimated fair market value on the date received. Generally, equipment that has a cost of \$1,500 at the date of acquisition and has an expected useful life of two or more years is capitalized. Substantially all initial building costs, land and land improvements are capitalized. Building improvements and renovations in excess of \$1,500 are capitalized if a substantial portion of the life of the asset has expired and if the useful life of the asset has been extended as a result of the renovation or improvement. Depreciation expenses would be reported in the CAFR in the funds used to acquire or construct them for the State of Nebraska. The cost of normal maintenance and repairs that does not add to the value of the asset or extend asset life is not capitalized. The Commission has significant land capital assets which were not included as amounts could not be determined. See Comment Number 1 (Land Inventory) for additional information.

Buildings and Equipment are depreciated using the straight-line method. The following estimated useful lives are used to compute depreciation.

Buildings	40 years
Equipment	Three to ten years

Capital asset activity of the Commission for the fiscal year ended June 30, 2005 was as follows:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
Capital assets				
Buildings	\$ 62,996,973	\$ 207,365	\$ 94,702	\$ 63,109,636
Equipment	30,425,408	2,420,748	963,874	31,882,282
Total	<u>\$ 93,422,381</u>	<u>\$ 2,628,113</u>	<u>\$ 1,058,576</u>	<u>94,991,918</u>
Less accumulated depreciation for:				
Buildings				21,659,835
Equipment				23,936,660
Total				<u>45,596,495</u>
Total capital assets, net of depreciation				<u>\$ 49,395,423</u>

NEBRASKA GAME AND PARKS COMMISSION

**NOTES TO THE SCHEDULE**

(Continued)

**5. Foundation**

The Nebraska Game and Parks Foundation is a component unit of the Nebraska Game and Parks Commission as defined by the Government Accounting Standards Board (GASB). Financial information of the Foundation was not included in the financial schedule of the Commission. Additional information on the Foundation is available from the Commission.

**6. Due to Fund**

The Due to Fund account is primarily used by the Commission as a suspense account. The majority of funds in this account are due the Commission. Monies received by the Commission are deposited into this account until a journal entry can be prepared moving the money to the correct revenue object account code.

# STATE OF NEBRASKA AUDITOR OF PUBLIC ACCOUNTS

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## NEBRASKA GAME AND PARKS COMMISSION REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN EXAMINATION OF THE SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

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Nebraska Game and Parks Commission  
Lincoln, Nebraska

We have examined the accompanying schedule of revenues, expenditures, and changes in fund balances of the Nebraska Game and Parks Commission for the fiscal year ended June 30, 2005, and have issued our report thereon dated September 29, 2005. We conducted our examination in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards applicable to attestation engagements contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

### Internal Control Over Financial Reporting

In planning and performing our examination, we considered the Nebraska Game and Parks Commission's internal control over financial reporting in order to determine our procedures for the purpose of expressing our opinion on the schedule of revenues, expenditures, and changes in fund balances, and not to provide an opinion on the internal control over financial reporting. However, we noted certain matters involving the internal control over financial reporting and its operation that we consider to be reportable conditions. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in our judgment, could adversely affect the Nebraska Game and Parks Commission's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial schedule. Reportable conditions are described in the Comments Section of the report as Comment Number 1 (Land Inventory) and Comment Number 19 (Reconciliation of Bank Records to NIS).



A material weakness is a reportable condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements caused by error or fraud in amounts that would be material in relation to the financial schedule being examined may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, we believe that none of the reportable conditions described above are material weaknesses.

#### Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Nebraska Game and Parks Commission's schedule of revenues, expenditures, and changes in fund balances, is free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial schedule amounts. However, providing an opinion on compliance with those provisions was not an objective of our examination, and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

We also noted certain additional items that we reported to management of the Nebraska Game and Parks Commission in the Comments Section of this report as Comment Number 2 (Meal Logs), Comment Number 3 (Expense Reimbursement Documents), Comment Number 4 (Follow Up on Liquidated Damages), Comment Number 5 (Segregation of Duties - Receipts), Comment Number 6 (Internal Control Over NEBRASKAland Subscription & Merchandise Receipts), Comment Number 7 (Site Visits - Cash Counts), Comment Number 8 (Internal Control Over Permits), Comment Number 9 (Artifacts Inventory), Comment Number 10 (Segregation of Duties - Fixed Assets (Equipment)), Comment Number 11 (Fixed Asset Acquisition Dates (Buildings)), Comment Number 12 (Fixed Asset Purchase Coded to Incorrect Fund), Comment Number 13 (Fixed Asset (Equipment) Items Not Properly Tagged), Comment Number 14 (Building Inventory), Comment Number 15 (Voyager Card Policy), Comment Number 16 (Restrictive Endorsement of Checks), Comment Number 17 (Leave Balances on NIS), and Comment Number 18 (Removal of Terminated Employees from NIS).

This report is intended solely for the information and use of the Commission and the appropriate Federal and regulatory agencies. However, this report is a matter of public record and its distribution is not limited.



Assistant Deputy Auditor

September 29, 2005

NEBRASKA GAME AND PARKS COMMISSION

**STATISTICAL SECTION**

Our examination was conducted for the purpose of forming an opinion on the schedule of revenues, expenditures, and changes in fund balances. Statistical Section information is presented for purposes of additional analysis. Such information has not been subjected to the procedures applied in the examination of the schedule of revenues, expenditures, and changes in fund balances, and, accordingly, we express no opinion on it.

NEBRASKA GAME AND PARKS COMMISSION  
**CASH AND FEDERAL FUND REVENUE**  
 Calendar Years Ended December 31, 2000, 2001, 2002, 2003, and 2004

Fund	2000	2001	2002	2003	2004
Cowboy Trail Fund 23280	\$ 16,559	\$ 15,682	\$ 12,189	\$ 14,113	\$ 11,906
Game Cash Fund 23320	16,807,985	17,409,753	16,606,188	18,352,692	17,489,068
Park Cash Fund 23330	13,753,489	14,545,782	17,422,934	15,209,472	15,023,623
Habitat Cash Fund 23340	3,692,280	3,409,059	3,717,798	3,512,997	2,917,933
Nongame & Endangered Species Fund 23350	121,733	81,724	129,987	222,506	143,262
Game Law Investigation Fund 23360	5,102	292	2,806	(3,663)	1,341
Snowmobile Trail Fund 23370	16,445	16,935	14,626	14,349	13,517
Nebraska Outdoor Recreation Development Act Fund 23380	1,540,905	1,588,099	1,519,454	1,490,306	1,418,951
Trail Development Assistance Fund 23390	209,546	159,899	168,234	148,777	148,170
Aquatic Habitat Fund 23410	3,208,768	1,887,323	2,714,098	1,598,116	1,585,310
Niobrara Council Fund 23420	90,707	4,783	2,006	48,784	8,907
Land and Water, Grants Fund 43320	1,102,925	2,024,830	3,055,779	3,903,706	6,176,032
Recreational Trail Federal Fund 43330	343,417	725,217	483,053	428,252	332,190
Niobrara Council Federal Fund 43340	67,000	191,793	195,000	128,608	-
<b>TOTAL CASH AND FEDERAL FUND REVENUE</b>	<b>\$ 40,976,861</b>	<b>\$ 42,061,171</b>	<b>\$ 46,044,152</b>	<b>\$ 45,069,015</b>	<b>\$ 45,270,210</b>

NEBRASKA GAME AND PARKS COMMISSION  
**EXPENDITURES BY FUND**  
 Calendar Years Ended December 31, 2000, 2001, 2002, 2003, and 2004

Fund	2000	2001	2002	2003	2004
Cowboy Trail Fund 23280	\$ 857	\$ 30,427	\$ 8,827	\$ (8,827)	\$ 511
Game Cash Fund 23320	16,003,017	16,960,938	17,487,320	19,665,348	16,357,067
Park Cash Fund 23330	13,385,430	16,154,840	18,082,468	14,939,179	16,210,542
Habitat Cash Fund 23340	3,829,746	4,597,264	5,156,896	3,041,963	3,284,935
Nongame & Endangered Species Fund 23350	143,925	171,808	110,091	134,382	114,959
Game Law Investigation Fund 23360	-	-	-	-	2,000
Snowmobile Trail Fund 23370	200	-	750	300	250
Nebraska Outdoor Recreation Development Act Fund 23380	798,755	1,197,078	1,228,060	3,222,696	1,592,245
Trail Development Assistance Fund 23390	85,404	187,388	112,262	165,366	97,880
Aquatic Habitat Fund 23410	2,296,707	1,116,328	2,026,414	2,415,916	1,921,762
Niobrara Council Fund 23420	28,417	61,363	-	48,427	16,849
Land and Water, Grants Fund 43320	817,764	1,810,097	2,826,368	3,886,578	5,661,267
Recreational Trail Federal Fund 43330	316,446	627,391	607,850	428,252	69,849
Niobrara Council Federal Fund 43340	51,681	59,461	164,908	146,652	122,436
General Fund 10000	9,362,536	11,157,772	9,133,122	10,416,280	8,869,496
State Building Fund 33000	7,195	24,250	134,061	334,243	250
<b>TOTAL EXPENDITURES</b>	<b>\$ 47,128,080</b>	<b>\$ 54,156,405</b>	<b>\$ 57,079,397</b>	<b>\$ 58,836,755</b>	<b>\$ 54,322,298</b>

NEBRASKA GAME AND PARKS COMMISSION  
**ANTELOPE / DEER / ELK / BIGHORN / TURKEY PERMITS / APPLICATIONS**  
 Calender Years Ended December 31, 2000, 2001, 2002, 2003, and 2004

Type of Permit	2000		2001		2002		2003		2004	
	Total Permits/ Applications	Income	Total Permits/ Applications	Income	Total Permits/ Applications	Income	Total Permits/ Applications	Income	Total Permits/ Applications	Income
Archery Antelope	327	\$ 9,878	412	\$ 13,565	403	\$ 15,850	377	\$ 13,835	359	\$ 14,725
Muzzleloader Antelope	-	\$ -	156	\$ 3,456	169	\$ 4,088	162	\$ 3,938	165	\$ 4,000
Firearm Antelope	992	\$ 20,700	891	\$ 18,430	881	\$ 20,550	823	\$ 19,088	705	\$ 16,313
<b>Total Antelope</b>	<b>1,319</b>	<b>\$ 30,578</b>	<b>1,459</b>	<b>\$ 35,451</b>	<b>1,453</b>	<b>\$ 40,488</b>	<b>1,362</b>	<b>\$ 36,861</b>	<b>1,229</b>	<b>\$ 35,038</b>
Archery Deer	15,730	\$ 522,322	15,177	\$ 531,093	13,951	\$ 572,087	14,073	\$ 599,275	14,442	\$ 614,600
Muzzleloader Deer	-	\$ -	18,166	\$ 534,243	15,720	\$ 521,388	16,226	\$ 549,375	16,832	\$ 557,363
Weapon of Season Deer	-	\$ -	17,050	\$ 405,856	16,101	\$ 442,213	16,945	\$ 457,150	16,631	\$ 442,875
Firearm Deer	97,203	\$2,575,878	73,164	\$2,039,481	65,551	\$2,087,850	65,319	\$2,105,538	63,914	\$2,034,125
Youth Deer, Any Legal Weapon	-	\$ -	-	\$ -	-	\$ -	-	\$ -	3,045	\$ 80,175
<b>Total Deer</b>	<b>112,933</b>	<b>\$3,098,200</b>	<b>123,557</b>	<b>\$3,510,673</b>	<b>111,323</b>	<b>\$3,623,538</b>	<b>112,563</b>	<b>\$3,711,338</b>	<b>114,864</b>	<b>\$3,729,138</b>
Archery Elk	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
Firearm Elk	58	\$ 4,793	56	\$ 4,928	51	\$ 7,800	79	\$ 7,774	104	\$ 11,128
Elk Appl.	938	\$ 5,159	936	\$ 4,840	1,511	\$ 10,577	1,039	\$ 7,273	1,008	\$ 7,056
<b>Total Elk</b>	<b>996</b>	<b>\$ 9,952</b>	<b>992</b>	<b>\$ 9,768</b>	<b>1,562</b>	<b>\$ 18,377</b>	<b>1,118</b>	<b>\$ 15,047</b>	<b>1,112</b>	<b>\$ 18,184</b>
Firearm Bighorn Sheep	1	\$ -	1	\$ -	2	\$ 49,500	1	\$ -	1	\$ -
Bighorn Appl. Fee (\$20)	1,806	\$ 36,120	886	\$ 17,720	1,838	\$ 36,760	1,595	\$ 31,900	1,585	\$ 31,700
<b>Total Bighorn Sheep</b>	<b>1,807</b>	<b>\$ 36,120</b>	<b>887</b>	<b>\$ 17,720</b>	<b>1,840</b>	<b>\$ 86,260</b>	<b>1,596</b>	<b>\$ 31,900</b>	<b>1,586</b>	<b>\$ 31,700</b>
Fall Turkey Archery	896	\$ 18,461	813	\$ 16,726	915	\$ 22,645	1,040	\$ 25,075	1,124	\$ 27,330
Fall Turkey Shotgun	5,442	\$ 97,510	5,734	\$ 104,911	5,733	\$ 123,140	6,028	\$ 130,835	7,203	\$ 157,785
Spring Turkey Archery	3,660	\$ 82,339	3,601	\$ 85,365	3,667	\$ 105,940	4,099	\$ 118,605	4,757	\$ 137,870
Spring Turkey Shotgun	15,762	\$ 340,915	18,094	\$ 401,680	18,864	\$ 498,040	19,676	\$ 522,220	22,889	\$ 620,975
<b>Total Turkey</b>	<b>25,760</b>	<b>\$ 539,225</b>	<b>28,242</b>	<b>\$ 608,682</b>	<b>29,179</b>	<b>\$ 749,765</b>	<b>30,843</b>	<b>\$ 796,735</b>	<b>35,973</b>	<b>\$ 943,960</b>
<b>Grand Total Permits and Applications</b>	<b>142,815</b>	<b>\$3,714,075</b>	<b>155,137</b>	<b>\$4,182,294</b>	<b>145,357</b>	<b>\$4,518,428</b>	<b>147,482</b>	<b>\$4,591,881</b>	<b>154,764</b>	<b>\$4,758,020</b>

**2000 and 2001 Permit Fees:**

**Landowner** - Turkey, \$8.25; Deer & Antelope, \$11; Elk, \$22.40; **Nonresident** - Turkey, \$56; Deer, \$150; Antelope, \$112; **Resident** - Turkey, \$16.75; Deer & Antelope, \$22.25; Elk, \$112; Elk Application, \$5.50; Bighorn Sheep, cost of permit covered by application fee

**2002 Permit Fees:**

**Landowner** - Turkey, \$8.25; Deer & Antelope, \$11; Elk, \$22.40; **Nonresident** - Turkey, \$56; Deer, \$150; Antelope, \$112; **Resident** - Turkey, \$16.75; Deer & Antelope, \$22.25; Elk, \$112; Elk Application, \$5.50; Bighorn Sheep, cost of permit covered by application fee; Nonresident Landowner - Deer, \$87.50

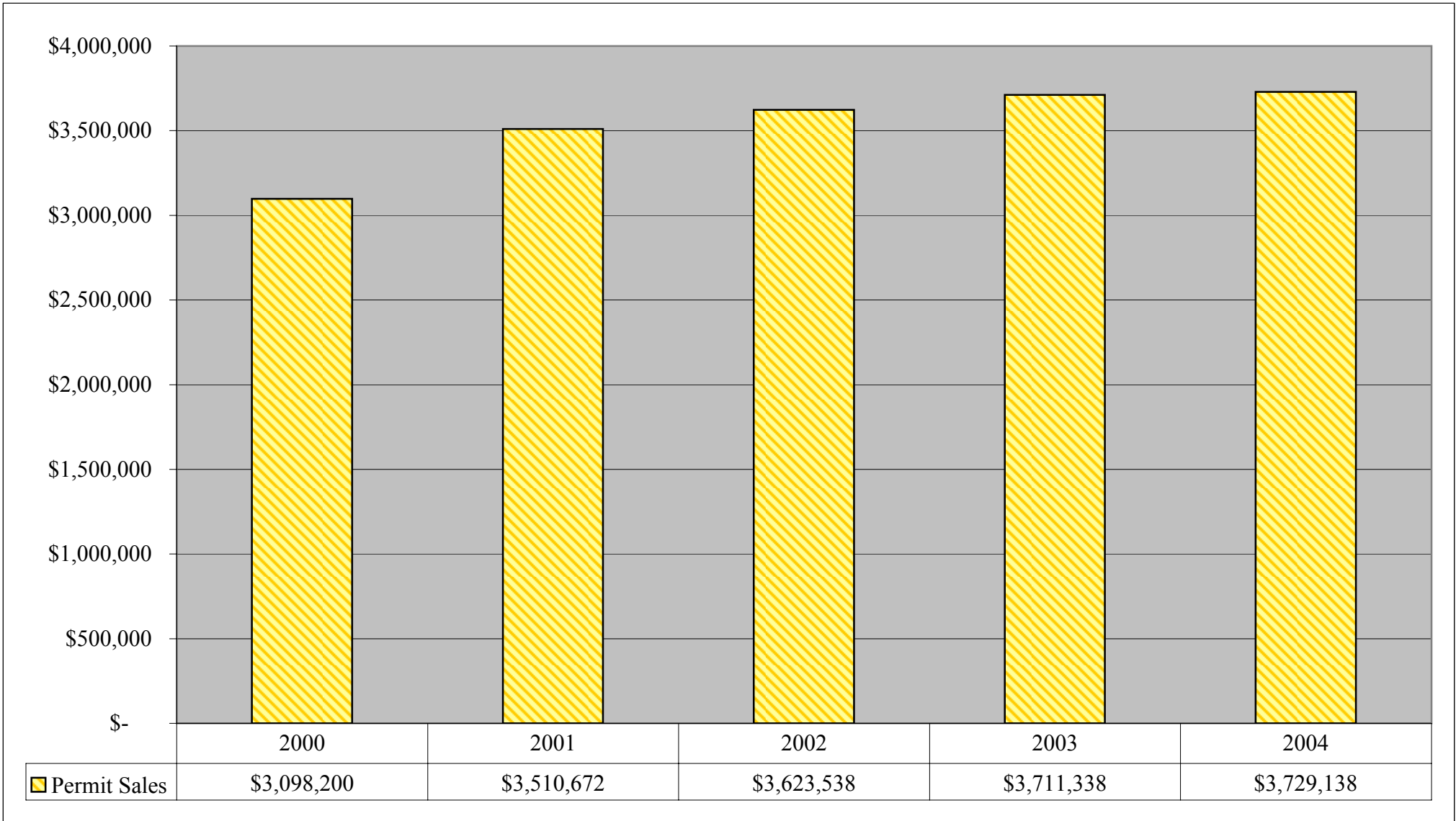
**2003 and 2004 Permit Fees:**

**Landowner** - Turkey, \$10; Deer & Antelope, \$12.50; Elk, \$26; **Nonresident** - Turkey, \$65; Deer, \$175; Antelope, \$130; **Resident** - Turkey, \$20; Deer & Antelope, \$25; Elk, \$130; Elk Application, \$7.00; Bighorn Sheep, cost of permit covered by application fee; **Nonresident Landowner** - Deer, \$87.50

NEBRASKA GAME AND PARKS COMMISSION

**DEER PERMIT SALES**

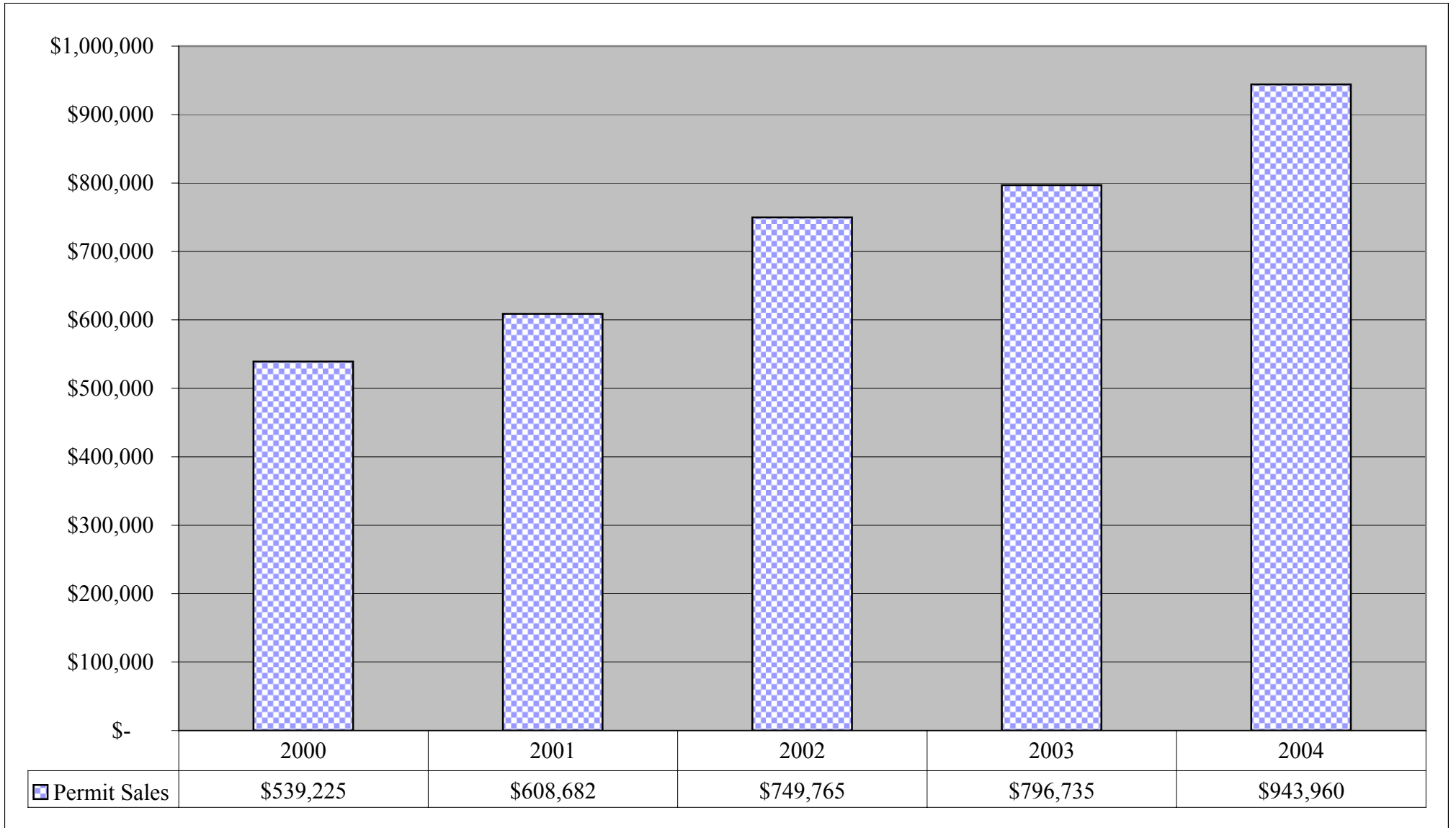
Calendar Years Ended December 31, 2000, 2001, 2002, 2003, and 2004



NEBRASKA GAME AND PARKS COMMISSION

**TURKEY PERMIT SALES**

Calendar Years Ended December 31, 2000, 2001, 2002, 2003, and 2004



NEBRASKA GAME AND PARKS COMMISSION  
**PERMITS AND STAMPS SOLD**  
 Calendar Years Ended December 31, 2000, 2001, 2002, 2003, and 2004

Type of Permit	2000		2001		2002		2003		2004	
	Number Sold	Amount	Number Sold	Amount	Number Sold	Amount	Number Sold	Amount	Number Sold	Amount
Resident Fish	138,309	\$ 1,763,440	131,509	\$ 1,676,740	121,238	\$ 1,818,570	118,809	\$ 1,782,135	114,850	\$ 1,722,750
3-Day Resident Fish	3,391	\$ 27,976	3,081	\$ 25,418	2,524	\$ 25,240	2,418	\$ 24,180	2,936	\$ 29,360
Resident Hunt	57,614	\$ 547,333	50,614	\$ 480,833	48,231	\$ 530,541	50,882	\$ 559,702	50,165	\$ 551,815
Res. Fish-Hunt Combo	46,122	\$ 1,003,154	45,460	\$ 988,755	41,771	\$ 1,044,275	39,464	\$ 986,600	39,303	\$ 982,575
Nonresident Hunt	25,132	\$ 1,382,260	22,629	\$ 1,244,595	18,764	\$ 1,257,188	19,408	\$ 1,300,336	19,636	\$ 1,315,612
Nonresident Youth Hunt	-	\$ -	-	\$ -	618	\$ 6,798	701	\$ 7,711	841	\$ 9,251
Nonresident Annual Fish	7,501	\$ 262,535	6,855	\$ 239,925	6,155	\$ 276,975	5,930	\$ 266,850	5,583	\$ 251,235
3-Day Nonresident Fish	22,101	\$ 237,586	21,426	\$ 230,329	19,386	\$ 271,404	18,511	\$ 259,154	16,979	\$ 237,706
Aquatic Habitat Stamp	211,470	\$ 1,057,350	201,934	\$ 1,009,670	184,003	\$ 920,015	179,753	\$ 898,765	173,452	\$ 867,260
Resident Fur Harvest	4,850	\$ 81,238	4,964	\$ 83,147	6,166	\$ 92,490	6,839	\$ 102,585	7,023	\$ 105,345
Habitat Stamp	155,614	\$ 1,556,140	137,667	\$ 1,376,670	139,534	\$ 1,813,942	140,524	\$ 1,826,812	140,980	\$ 1,832,740
Annual Park Permit	157,520	\$ 2,205,280	150,452	\$ 2,106,328	151,486	\$ 2,120,804	146,810	\$ 2,055,340	131,679	\$ 2,238,543
Daily Park Permit	277,696	\$ 694,240	276,157	\$ 690,393	281,708	\$ 704,270	277,311	\$ 693,277	255,114	\$ 765,342
Duplicate Park Permit	49,974	\$ 349,818	47,283	\$ 330,981	50,239	\$ 351,673	50,302	\$ 352,114	46,379	\$ 394,222
<b>Total</b>	<b>1,157,294</b>	<b>\$ 11,168,350</b>	<b>1,100,031</b>	<b>\$ 10,483,784</b>	<b>1,071,823</b>	<b>\$ 11,234,185</b>	<b>1,057,662</b>	<b>\$ 11,115,561</b>	<b>1,004,920</b>	<b>\$ 11,303,756</b>

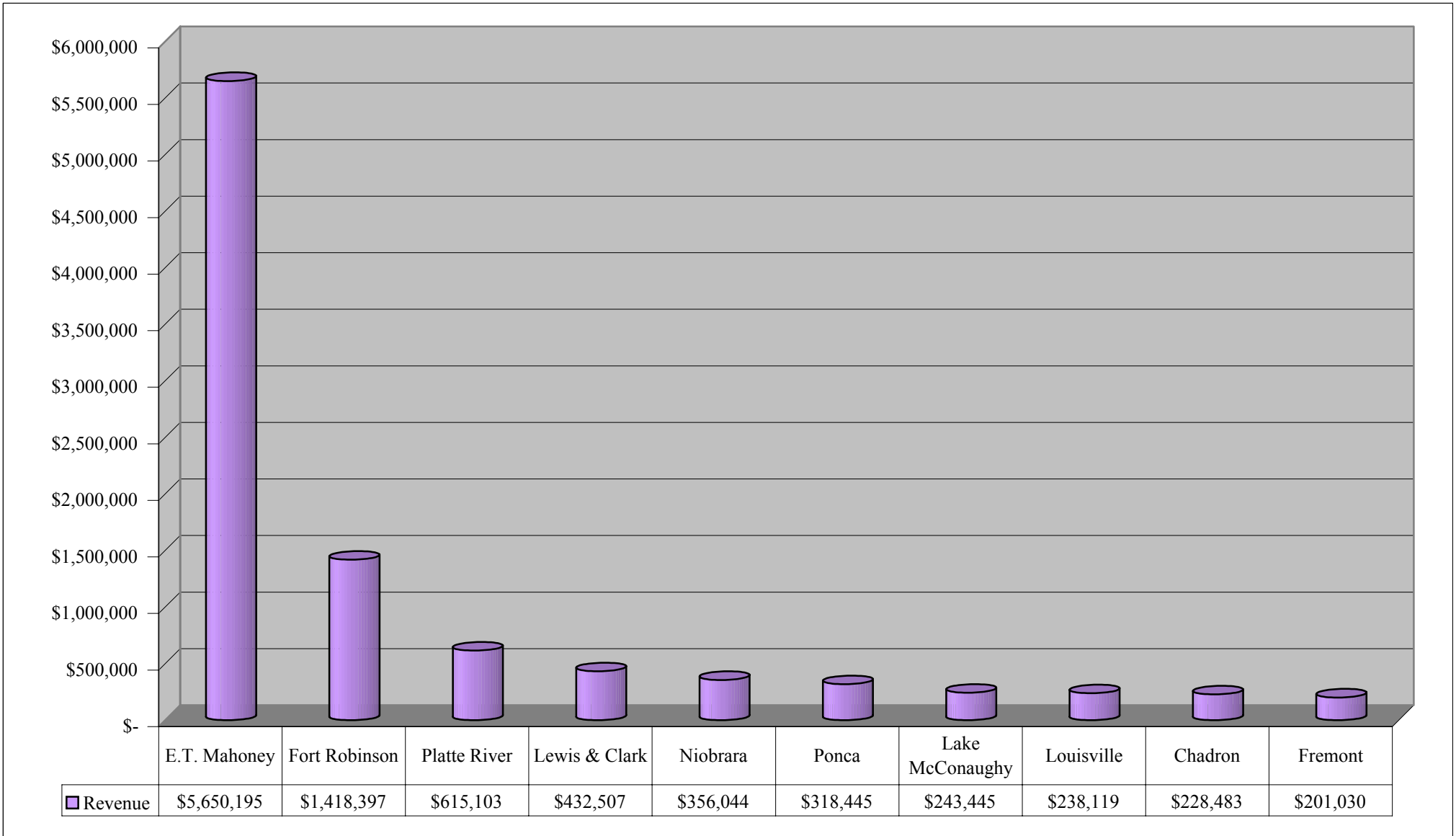
Calendar year figures are based on the data available as of March 23, 2001 (for 2000).  
 Calendar year figures are based on the data available as of February 20, 2002 (for 2001).  
 Calendar year figures are based on the date available as of February 4, 2003 (for 2002).  
 Calendar year figures are based on the data available as of June 17, 2004 (for 2003).  
 Calendar year figures are based on the data available as of March 14, 2005 (for 2004).



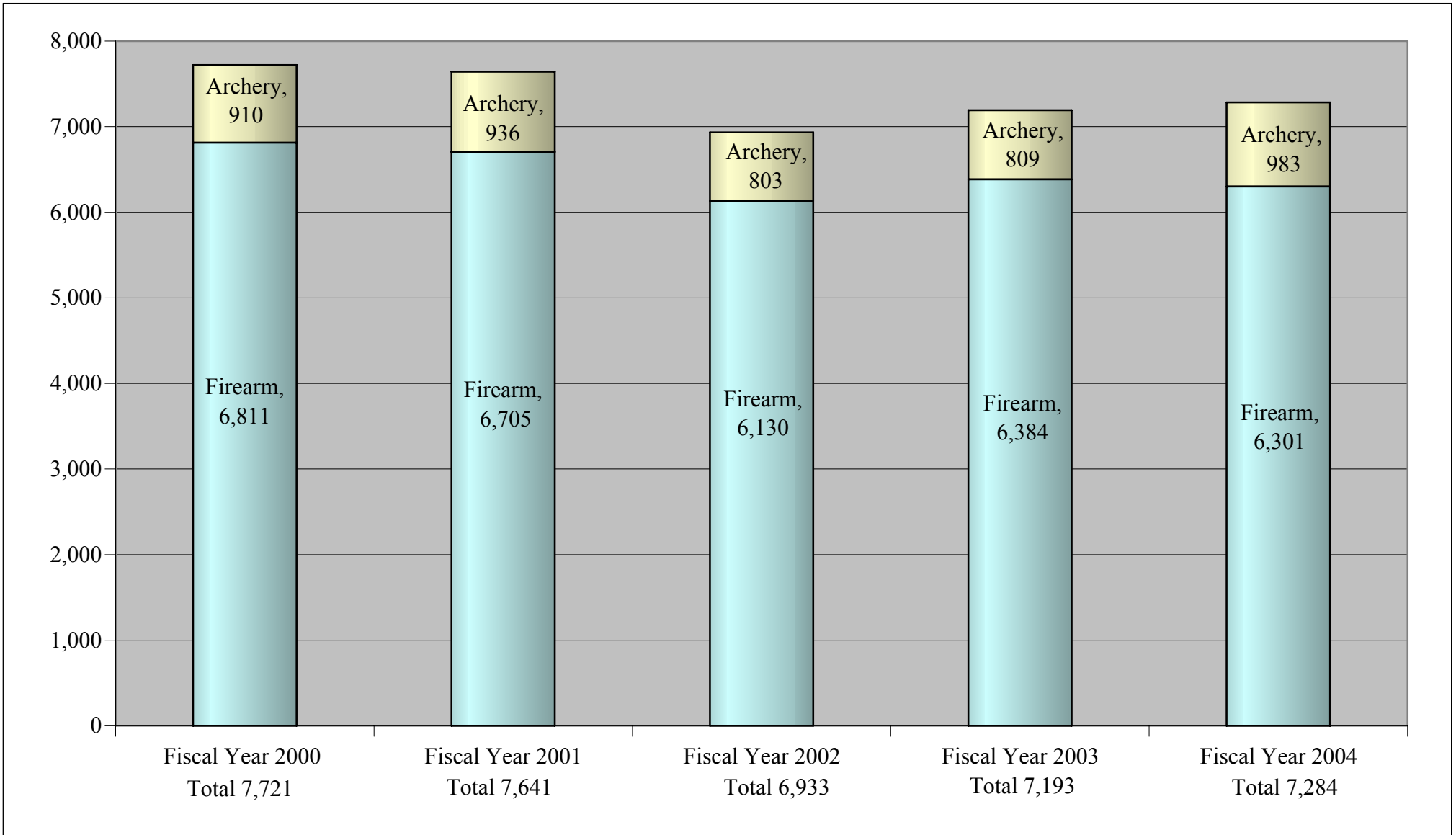
NEBRASKA GAME AND PARKS COMMISSION  
**SCHEDULE OF TOP 10 REVENUE EARNING AREAS**  
 Calendar Years Ended December 31, 2000, 2001, 2002, 2003, and 2004

Rank	2000		2001		2002		2003		2004	
	Park	Revenue	Park	Revenue	Park	Revenue	Park	Revenue	Park	Revenue
1)	E.T. Mahoney	\$ 4,918,292	E.T. Mahoney	\$ 5,576,127	E.T. Mahoney	\$ 9,107,339	E.T. Mahoney	\$ 6,074,373	E.T. Mahoney	\$ 5,650,195
2)	Fort Robinson	\$ 1,131,756	Fort Robinson	\$ 1,116,267	Fort Robinson	\$ 1,266,563	Fort Robinson	\$ 1,321,086	Fort Robinson	\$ 1,418,397
3)	Platte River	\$ 638,566	Platte River	\$ 629,437	Platte River	\$ 620,404	Platte River	\$ 651,843	Platte River	\$ 615,103
4)	Branched Oak	\$ 344,472	Lewis & Clark	\$ 336,923	Lewis & Clark	\$ 404,483	Lewis & Clark	\$ 450,430	Lewis & Clark	\$ 432,507
5)	Lewis & Clark	\$ 321,478	Niobrara	\$ 305,828	Lake McConaughy	\$ 396,277	Ponca	\$ 414,355	Niobrara	\$ 356,044
6)	Niobrara	\$ 288,476	Lake McConaughy	\$ 305,099	Niobrara	\$ 306,443	Niobrara	\$ 342,935	Ponca	\$ 318,445
7)	Lake McConaughy	\$ 270,109	Chadron	\$ 228,990	Chadron	\$ 277,371	Lake Ogallala	\$ 283,855	Lake McConaughy	\$ 243,445
8)	Chadron	\$ 230,687	Ponca	\$ 196,562	Ponca	\$ 230,095	Louisville	\$ 225,522	Louisville	\$ 238,119
9)	Ponca	\$ 206,111	Fremont	\$ 190,618	Fremont	\$ 198,000	Chadron	\$ 214,469	Chadron	\$ 228,483
10)	Fremont	\$ 175,496	Branched Oak	\$ 187,687	Louisville	\$ 190,135	Fremont	\$ 200,400	Fremont	\$ 201,030

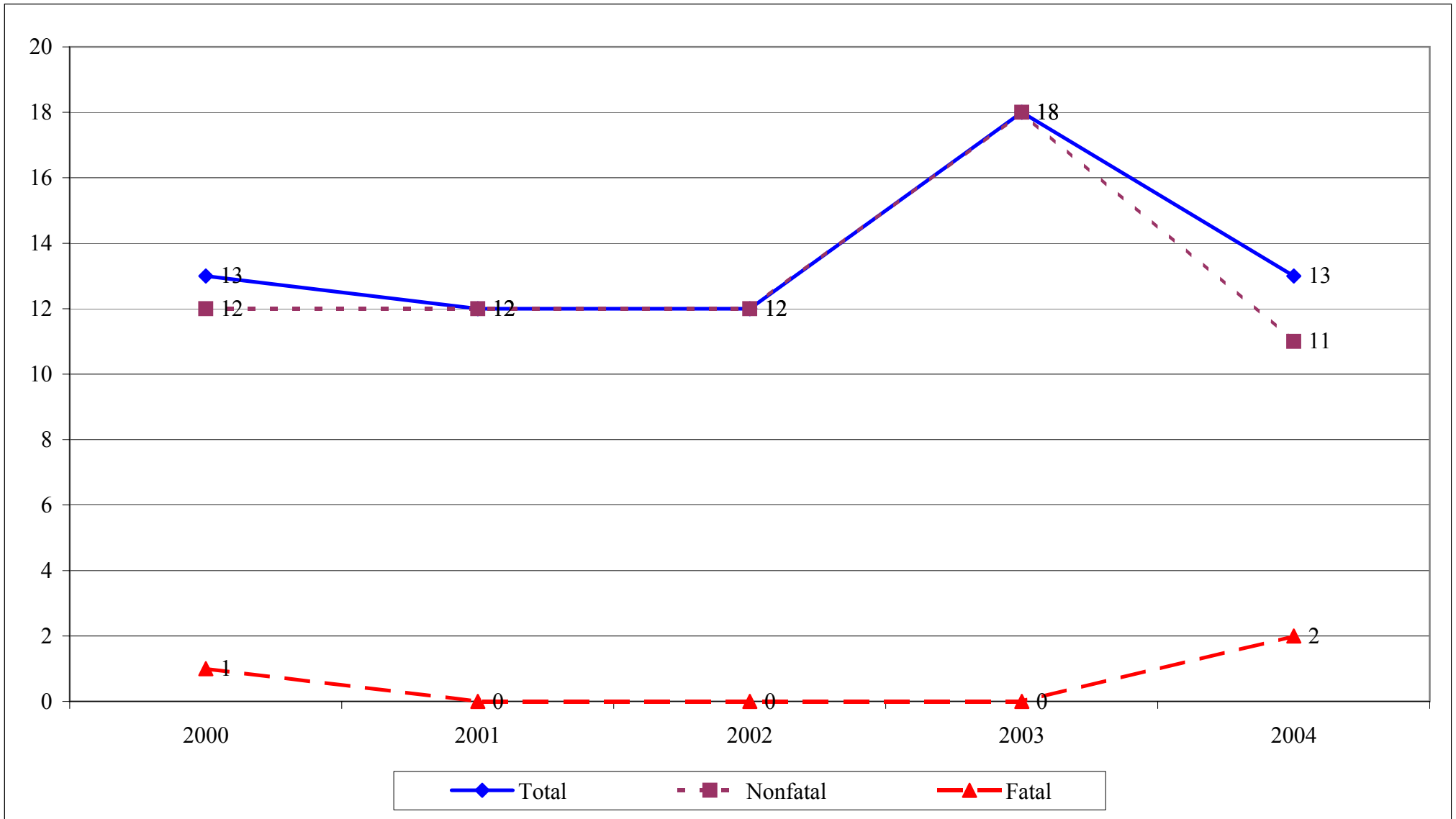
**NEBRASKA GAME AND PARKS COMMISSION**  
**CHART OF TOP 10 REVENUE EARNING AREAS**  
 Calendar Year Ended December 31, 2004



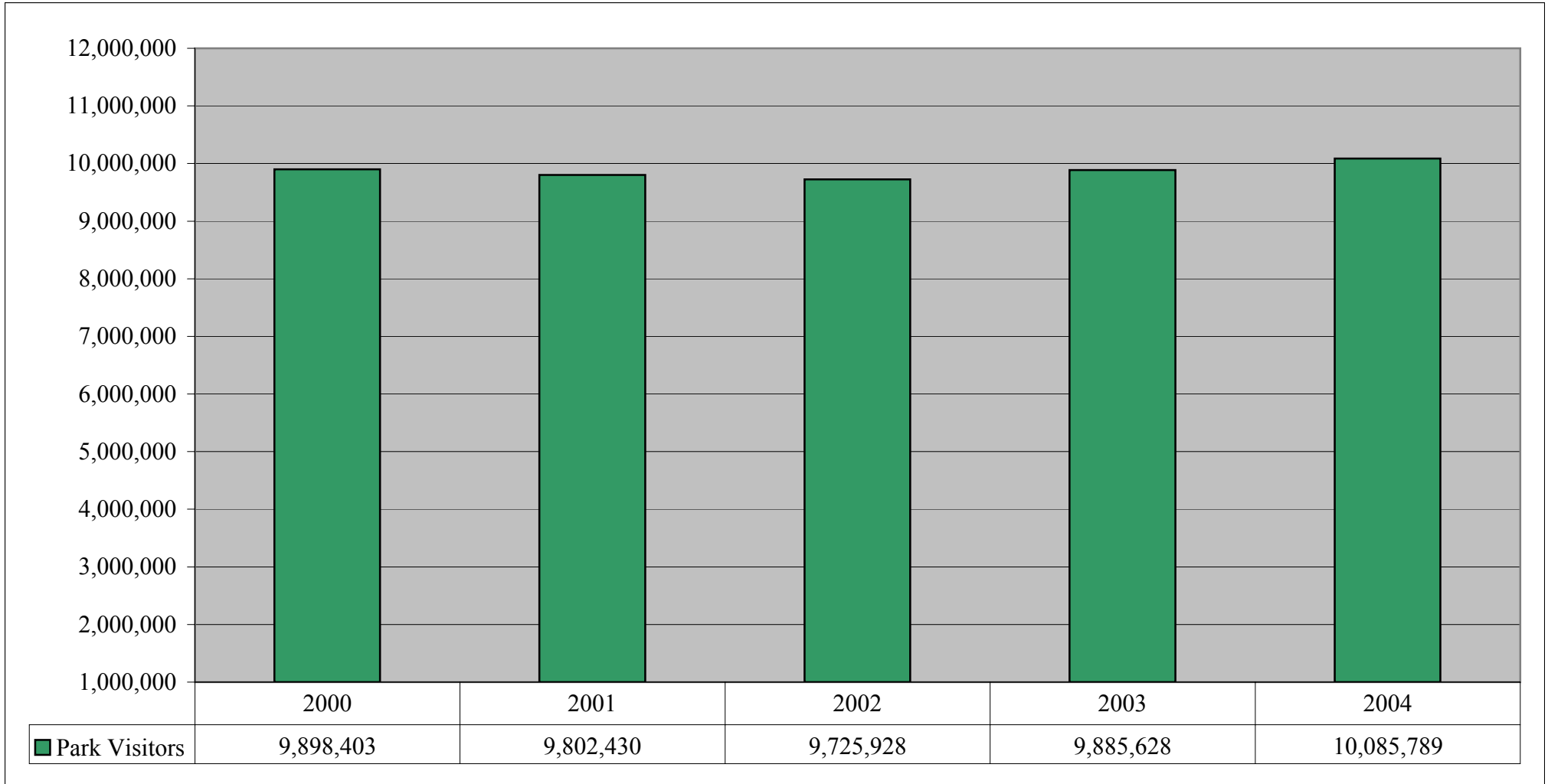
NEBRASKA GAME AND PARKS COMMISSION  
**NUMBER OF STUDENTS TRAINED IN HUNTER EDUCATION**  
 Calendar Years Ended December 31, 2000, 2001, 2002, 2003, and 2004



NEBRASKA GAME AND PARKS COMMISSION  
**HUNTING ACCIDENTS**  
Calendar Years Ended December 31, 2000, 2001, 2002, 2003, and 2004

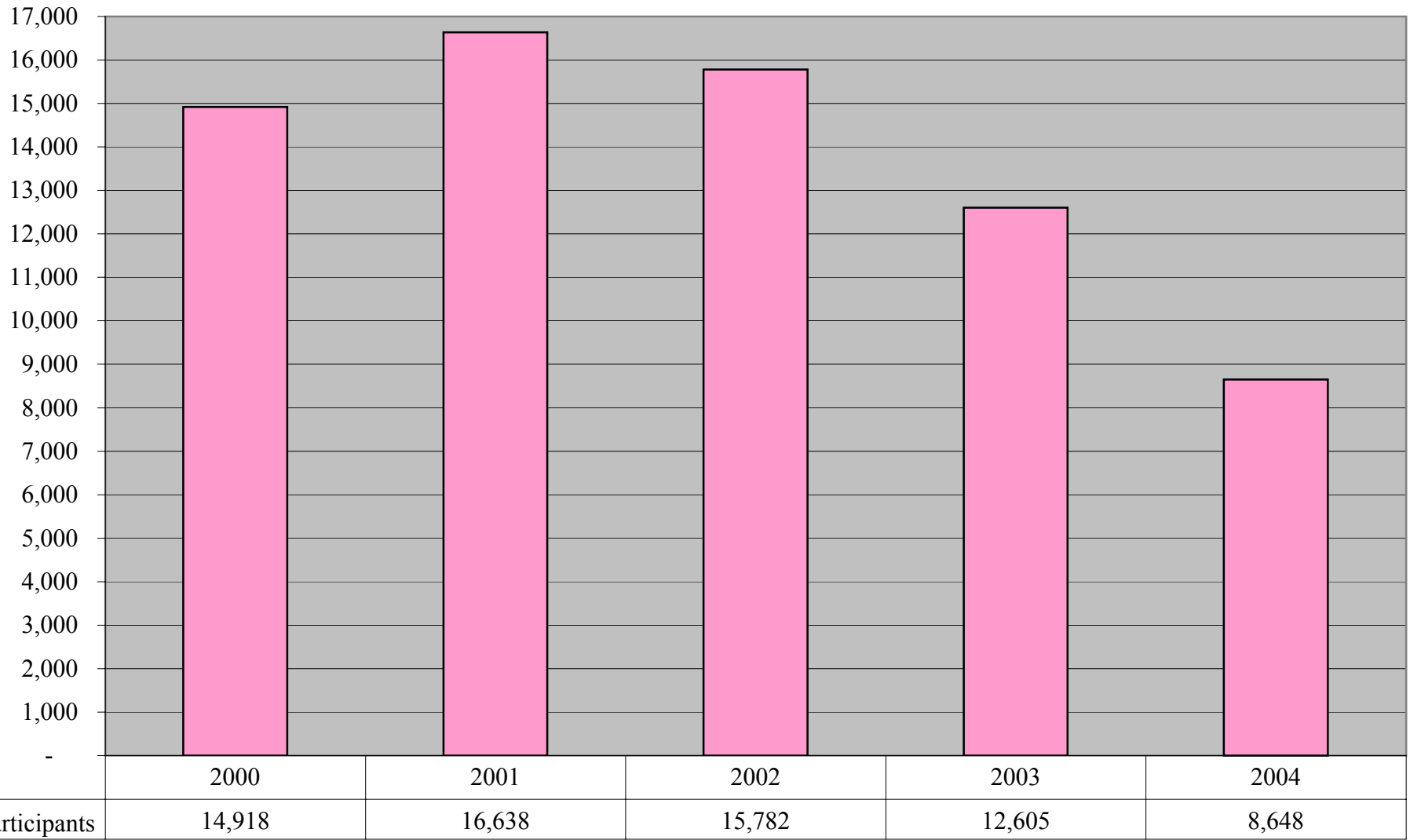


NEBRASKA GAME AND PARKS COMMISSION  
**NUMBER OF PARK VISITORS**  
 Calendar Years Ended December 31, 2000, 2001, 2002, 2003, and 2004



Note: Accurate counts of park visitors are difficult to achieve. Most areas have multiple accesses and over 2/5 of the park and recreation areas are unstaffed. There are 53 reporting areas in the system that contribute most of the total visitor count. Thirty-one areas are credited with conservative lump sum visitor estimates.

NEBRASKA GAME AND PARKS COMMISSION  
**YOUTH FISHING PARTICIPANTS**  
 Calendar Years Ended December 31, 2000, 2001, 2002, 2003, and 2004



NEBRASKA GAME AND PARKS COMMISSION  
**NEBRASKAland SUBSCRIBERS**  
 Calendar Years Ended December 31, 2000, 2001, 2002, 2003, and 2004

