

**ATTESTATION REPORT  
OF THE  
NEBRASKA GAME AND PARKS COMMISSION  
JULY 1, 2015, THROUGH DECEMBER 31, 2016**

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**Issued on July 14, 2017**

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# NEBRASKA GAME AND PARKS COMMISSION

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## NEBRASKA GAME AND PARKS COMMISSION

### **MISSION STATEMENT**

The mission of the Nebraska Game and Parks Commission (Commission) is stewardship of the State's fish, wildlife, park, and outdoor recreation resources in the best long-term interests of the people and those resources.

# NEBRASKA GAME AND PARKS COMMISSION

## BACKGROUND

### **The Commission**

Established by the Legislature in 1901, the Nebraska Game and Parks Commission (Commission) works to conserve Nebraska's natural resources. A nine-member board of commissioners oversees the Commission. The commissioners are not elected officials; rather, they are appointed by the Nebraska Governor and confirmed by the Legislature. Eight of the commissioners serve each of the eight districts across the State. The ninth serves at large. Commissioners serve in a volunteer capacity. Among the many duties of the Commission and staff are the following: establishing hunting seasons and regulations for game species; managing Nebraska's State parks, State recreation areas, and other public lands; managing the fisheries at numerous public lakes across the State; helping landowners establish good conservation practices on their land; working to conserve Nebraska's threatened and endangered species; and providing hunter and boater education, as well as other resources for those who wish to learn to enjoy the outdoors.

The Commission is funded primarily by the sale of hunting and fishing licenses, as well as through the sale of park permits and goods and services at State parks and recreation areas.

The Commission is headquartered in Lincoln, Nebraska, on the University of Nebraska-Lincoln's East Campus. To serve a statewide constituency, the Commission has offices across the State.

### **Nebraska Environmental Trust Board**

In 1992, the Legislature established the Nebraska Environmental Trust Board (Board) for the purpose of conserving, enhancing, and restoring the natural, physical, and biological environment of the State. The Board administers funds to support short and long-term environmental goals and attempts to provide funding for proposals relating to habitat, surface and ground water, waste management, air quality, and soil management.

For administrative purposes only, the Board is a part of the Commission. According to Neb. Rev. Stat. § 81-15,170 (Reissue 2014), the Commission provides administrative support, including, but not limited to, payroll and accounting functions, to the Board. All of the funds of the Board are established by the State of Nebraska's Director of the Department of Administrative Services under the Commission.

Because the Board controls its own funds, none of those monies are included on the Commission's Schedule of Revenues, Expenditures, and Changes in Fund Balances for the period July 1, 2015, through December 31, 2016. Instead, a separate report on the Board's Revenues, Expenditures, and Changes in Fund Balances for the period July 1, 2015, through December 31, 2016, was issued under separate cover.

### **Niobrara Council**

The Niobrara Council (Council) is a separate legal entity comprised of 16 members, as designated by Neb. Rev. Stat. § 72-2007 (Cum. Supp. 2016). Per Neb. Rev. Stat. § 72-2008 (Cum. Supp. 2016), the Council is authorized to perform management functions related to the

## NEBRASKA GAME AND PARKS COMMISSION

### **BACKGROUND**

(Concluded)

Niobrara scenic river corridor. The Commission provides the Council with administrative support, as requested, and serves as its budgetary conduit for State appropriations. For administrative purposes only, the State of Nebraska's Director of the Department of Administrative Services records all financial activity of the Council in EnterpriseOne (E1), the State's accounting system, under the Commission's funds.

Despite the way in which its financial activity is recorded in E1, the Council is a separate legal entity that exercises independent fiscal management. Consequently, all funds of the Council are identified separately on the Commission's Schedule of Revenues, Expenditures, and Changes in Fund Balances for the period July 1, 2015, through December 31, 2016.

## NEBRASKA GAME AND PARKS COMMISSION

### KEY OFFICIALS AND AGENCY CONTACT INFORMATION

#### Nebraska Game and Parks Commission Members

Name	Title	Term Ending
<b>District 1</b>		
Dr. Mark Pinkerton	Commission Member	1/15/2016
Dan Kreitman	Commission Member	1/15/2020
<b>District 2</b>		
Dick Bell	2 <sup>nd</sup> Vice Chair – 2016	1/15/2020
<b>District 3</b>		
Mick Jensen	Commission Member	1/15/2017
<b>District 4</b>		
Norris Marshall	Commission Member	1/15/2019
<b>District 5</b>		
Robert Allen	Commission Member	1/15/2019
<b>District 6</b>		
Lynn Berggren	Commission Member	2/16/2016
Pat Berggren	Commission Member	1/15/2021
<b>District 7</b>		
Mark Spurgin	2 <sup>nd</sup> Vice Chair – 2015 and Chair – 2016	1/15/2018
<b>District 8</b>		
Dr. Kent Forney	Chair – 2015	1/15/2017
<b>At Large (Statewide)</b>		
Rex Fisher	1 <sup>st</sup> Vice Chair 2015 and 2016	1/15/2018

#### Nebraska Game and Parks Commission Management

Name	Title
Jim Douglas	Director
Tim McCoy	Deputy Director
Pat Cole	Administrator of Budget and Fiscal
Christy Firestone	Administrator of Communications
Dean Rosenthal	Division Administrator of Fisheries
Craig Stover	Administrator of Law Enforcement
Jim Swenson	Administrator of Parks
Michelle Stryker	Administrator of Planning and Programming
Alicia Hardin	Division Administrator of Wildlife
Angie Janda-Craig	Administrator of Personnel
Toni Knust	Administrator of Information Technology

Nebraska Game and Parks Commission  
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Lincoln, Nebraska 68503  
outdoornebraska.gov

NEBRASKA GAME AND PARKS COMMISSION

**KEY OFFICIALS AND AGENCY CONTACT INFORMATION**  
(Concluded)

**Niobrara Council Members**

<b>Name</b>	<b>Title</b>	<b>Representative</b>
Mike Tuerk	Chair	Keya Paha County
Jason Appelt	Vice Chair	Brown County
Tanya Storer	Secretary	Cherry County
Dallas Dodson	Treasurer	Nonprofit Environmental/ Conservation/Wildlife
Brad Arrowsmith	Council Member	Keya Paha County
Steve Hicks	Council Member – Nonvoting	U.S. Fish and Wildlife
Tom Higgins	Council Member	Lower Niobrara NRD
Dustin Hoefs	Council Member	Timber Industry
Kerry Krueger	Council Member	Cherry County
Lance Kuck	Council Member	Rock County
Rich Mercure	Council Member	Recreation Industry
Mike Murphy	Council Member	Middle Niobrara NRD
Buddy Small	Council Member	Brown County
Jim Stout	Council Member	Rock County
Steve Thede	Council Member – Nonvoting	National Park Service
Tom Welstead	Council Member	Nebraska Game and Parks

**Niobrara Council Management**

<b>Name</b>	<b>Title</b>
Kalli Kieborz	Executive Director

Niobrara Council  
280 North Main Street  
P.O. Box 206  
Valentine, Nebraska 69201  
[www.niobaracouncil.org](http://www.niobaracouncil.org)



## NEBRASKA GAME AND PARKS COMMISSION

### SUMMARY OF COMMENTS

During our examination of the Nebraska Game and Parks Commission (Commission), we noted certain deficiencies and other operational matters that are presented here. The following comments are required to be reported in accordance with *Government Auditing Standards*: Comments #1, #2, #4, #6, and #8, which are considered to be significant deficiencies.

These comments and recommendations are intended to improve the internal control over financial reporting or result in operational efficiencies in the following areas:

1. ***Internal Controls Over Permits and Other Revenues:*** We noted a lack of segregation of duties over the issuance of permits and other revenues collected by the Commission.
2. ***State Park Procedures:*** We visited six locations and noted a lack of segregation of duties over revenues, shortages at the locations during our cash count procedures, and a lack of adequate procedures over accounts receivable.
3. ***Park System Access:*** We noted 105 individuals, including 17 terminated employees and two unidentified users, with access to process a transaction from beginning to end and make changes to or void an event. Employees could also process a payment and subsequently void the transaction, which could go undetected.
4. ***Lack of Controls Over Payroll Procedures:*** We noted a lack of segregation of duties, lack of documented review of payroll changes, and improper and excessive access to payroll functions in the system.
5. ***Payroll Issues:*** We noted a lack of supporting documentation, incorrect payout of vacation balances upon termination, and improper leave balances in the system.
6. ***Internal Control Over Inventories:*** We noted a lack of segregation of duties over processing of capital assets, lack of policies for bulk fuel inventories, and a lack of inventory procedures over artifacts.
7. ***Capital Asset Issues:*** We noted issues related to capital assets not being recorded accurately and timely in the accounting system, capital assets unable to be located or being improperly tagged, and surplus property proceeds not being deposited in accordance with State statute.
8. ***Federal Activity Recorded in the General and Cash Funds:*** The Commission did not account for all of its Federal activity in Federal funds. Adjustments totaling \$13 million in revenues and \$12 million in expenditures were made to the financial schedule.
9. ***Lack of Adequate Monitoring Procedures:*** We noted several payments lacking adequate documentation that monitoring, including fiscal reviews, had been performed prior to disbursement.
10. ***Inadequate Monitoring of Permits and Park Buck Coupons:*** We noted that unissued permits and Park Buck coupons were not inventoried properly, audits were not performed annually for all permit agents, and refunds were not performed timely.

# NEBRASKA GAME AND PARKS COMMISSION

## SUMMARY OF COMMENTS

(Concluded)

11. ***Commission-Owned Vehicles:*** The Commission did not have agency-wide policies and procedures for vehicle usage. The Parks division did not document monitoring to ensure that the use of the 441 vehicles assigned to it was reasonable and necessary.
12. ***Construction in Progress and Other Errors in the Accounting System:*** We noted several miscodings, including “construction in progress,” that were adjusted on the financial schedule for \$5.5 million.
13. ***Controls Over Ammunition Supplies:*** We noted that no ammunition inventory records were kept by the divisions, and there was no periodic independent inventory of ammunition or monitoring of ammunition purchases by management to identify unusual patterns of ammunition usage.
14. ***Travel Testing:*** We noted overcharges for lodging totaling \$166, taxes paid inappropriately for \$36, lack of Director approval for flights and out-of-state travel, and lack of support for contract reimbursements of meals totaling \$502.
15. ***Revenue Issues:*** We noted one concession agreement was not on file, 4 of 60 fees tested did not agree between fee schedule and Commission-approved rates, and cabin lease payments were not calculated properly, causing a loss of \$3,370.
16. ***Agreement Between Commission and Niobrara Council:*** The Commission’s agreement with the Niobrara Council was nearly 17 years old, and several of its provisions were outdated.
17. ***Niobrara Council Lack of Support for Expenditures:*** Four of nine expenditures tested lacked contractual agreements, we also noted inaccurate accounting of payroll taxes. Additionally, compensatory time was miscalculated, and mileage expenses were over-reimbursed.
18. ***Expired Warrants:*** Warrants issued using Federal funds were not properly voided prior to expiration, causing the monies to be deposited improperly to the State’s General Fund.
19. ***Legal Review of Contracts:*** The Commission lacked documentation for a review by legal counsel of five contracts tested, whose total value amounted to \$714,896.

More detailed information on the above items is provided hereinafter. It should be noted that this report is critical in nature, containing only our comments and recommendations on the areas noted for improvement and does not include our observations on any accounting strengths of the Commission.

Draft copies of this report were furnished to the Commission to provide its management with an opportunity to review and to respond to the comments and recommendations contained herein. All formal responses received have been incorporated into this report. Responses that indicate corrective action has been taken were not verified at this time, but they will be verified in the next examination.

## NEBRASKA GAME AND PARKS COMMISSION

### COMMENTS AND RECOMMENDATIONS

#### 1. Internal Controls Over Permits and Other Revenues

During testing, we noted that the Commission lacked an adequate segregation of duties over both the revenue process and the issuance of permits, as follows:

- All monies submitted through the mail at the Central Office in Lincoln were first opened in the mail room. Mail room staff date stamped the correspondence and documented the dollar amount received. However, no initial listing of monies received was made in order for the individual approving the deposit to know if any of the money received was missing. The mail was then picked up by two Permits Section staff members to process the deposit. The Permits Section personnel also failed to make a listing of the money received.
- The Permits Section and the Customer Service area had individuals who were able not only to process receipt transactions but also to record cash transactions in the permit system or cash register, as well as to prepare the bank deposit for the day. The individuals who approved the deposit did not sign the deposit document and did not review supporting documentation to ensure that the deposit was accurate and complete. Furthermore, there was no detailed review of voided sales transactions by an individual without access to the system to ensure that voids were reasonable and proper.
- The Permit Section, Customer Service area, field locations (i.e., State parks, recreation areas, historical parks, and district offices), and the Fisheries, Wildlife, and Law Enforcement divisions were all able to collect money and issue permits.
- For the Taxidermist and Coyote Hunting from Aircraft permits, which are pre-printed and pre-numbered, a reconciliation of the unissued permits to sales receipts for issued permits at year end was not completed. Also, a periodic inventory of the unissued permits was not conducted by someone independent of the issuance of the permits. Therefore, no one would know if a permit was issued without collecting a fee.
- We also noted one employee had unnecessary access to the revenue and general ledger modules in the State's accounting system. In 2014, the individual moved divisions and no longer needed the access; however, the access was not removed until brought to the Commission's attention during the examination.

Revenues related to sales and charges totaled \$46,978,738 during the period.

A good internal control plan requires an adequate segregation of duties or compensating procedures to ensure that no one individual is in a position both to perpetrate and to conceal errors or irregularities when issuing permits and preparing deposits, including the preparation of initial listings of monies received and reviews of voided transactions. Furthermore, a good internal control plan requires a periodic inventory of unissued permits and a year-end reconciliation of issued permits to sales receipts to ensure that all fees are collected and deposited.

A lack of segregation of duties increases the risk of loss, misuse, or theft of State funds. Without proper controls over the issuance of permits, moreover, there is an increased risk that a permit could be issued without the fee being collected or that a fee paid by an applicant might not be deposited.

# NEBRASKA GAME AND PARKS COMMISSION

## COMMENTS AND RECOMMENDATIONS (Continued)

### 1. **Internal Controls Over Permits and Other Revenues** (Concluded)

A similar finding was noted in our previous attestation report.

We recommend the Commission implement a proper segregation of duties or compensating procedures for the handling of receipts and the issuance of permits. We further recommend the Commission carry out a periodic inventory of unissued permits and a year-end reconciliation of issued permits to sales receipts.

*Commission Response: The agency strives to maintain a level of segregation of duties commensurate with the assessed risk of the activity and the availability of resources. When multiple steps are involved in a particular process more than one person is responsible for each process. Cross training and utilization is often necessary to address periods of absence. Seldom will one person do all steps of a process without some compensating control of independent review. The agency will review the activities and processes identified and determine what steps might be reinforced to continue to ensure no material issues arise and to prevent any potential fraudulent activity. Use of staff from other work areas will be explored as a possible compensating control in review and segregation. Improved written documentation of review processes will be mandated.*

*Periodic inventories of unissued permits and year-end reconciliation will be documented on a more consistent basis. Improved coordination and documentation between the independent divisions issuing permits and the accounts receivable section will be sought to ensure records are accurately kept and reviewed; and if feasible, incorporated into the electronic permit system. It should be noted that system access for the transferred individual has been corrected.*

### 2. **State Park Procedures**

A good internal control plan requires an adequate segregation of duties to ensure that no one individual is in a position both to perpetrate and to conceal errors or irregularities. During site visits performed at six locations, we noted a lack of adequate segregation of duties and issues regarding cash procedures and accounts receivables, as follows:

#### **Segregation of Duties**

At the end of March 2017, we visited Mahoney State Park, Platte River State Park, Fremont State Recreation Area, Two Rivers State Recreation Area, and the Aksarben Aquarium. Additionally, at the end of May 2017, we visited Pawnee State Recreation Area. During those visits, while performing cash counts and interviewing staff about their processes for key controls, we noted a lack of segregation of duties over revenues at various locations, as described below:

- At the locations noted in the following table, one person was able to handle cash, record cash transactions in the Active Works system (the reservation and sales system), and prepare the bank deposit. Also, at times, the deposit approval was provided by an employee at the Central Office in Lincoln, NE, without that person having any supporting documentation to ensure the accuracy and completeness of the deposit.

# NEBRASKA GAME AND PARKS COMMISSION

## COMMENTS AND RECOMMENDATIONS (Continued)

### 2. State Park Procedures (Continued)

Locations
Mahoney State Park
Platte River State Park
Fremont State Recreation Area
Two Rivers State Recreation Area
Aksarben Aquarium
Pawnee State Recreation Area

- At the locations noted in the following table, the collection of monies was typically performed by one individual. For instance, many of the parks have boxes for individuals to pay for camping fees. These boxes are typically collected daily by one individual and contain cash and checks. When two or more individuals are not present for money collections, there is an increased risk that not all of the funds will be properly deposited.

Location	Collection Type
Platte River State Park	Camping and fish food
Fremont State Recreation Area	Camping and showers
Two Rivers State Recreation Area	Camping
Aksarben Aquarium	Fish food
Pawnee State Recreation Area	Camping

- We noted a lack of controls over cash receipts at three parks, as excessive numbers of staff had access to the safes at those locations. At one park, the key to the safe was accessible to 24 employees. Another park did not lock the safe until the night shift ended, securing only the office door during the interim. The third park had two safes, one of which was accessible to at least eight employees with their own keys to it. The second safe was a combination safe, and four individuals had access to its combination.
- Voids completed by the parks and the aquarium were not reviewed in detail by anyone at the Central Office. The Active Works system could generate a report of voids by location, but this report was not being run to ensure that all voids were proper.

### Site Visit Cash Counts

During our cash count procedures, we noted the following:

- Platte River State Park had a shortage of \$7 in its change fund.
- The Aksarben Aquarium had an excess of \$7 in sales and a \$28 shortage in its change fund for a net shortage of \$21.
- Mahoney State Park deposited \$9 less in permit sales than the amount recorded as having been sold. We also noted that 1 of 5 checks was not restrictively endorsed for deposit.

# NEBRASKA GAME AND PARKS COMMISSION

## COMMENTS AND RECOMMENDATIONS

(Continued)

### 2. State Park Procedures (Continued)

At the time of the examination, moreover, it was brought to our attention that the Central Office had conducted a surprise cash count at Pawnee State Recreation Area (Pawnee) in August 2015. That visit resulted in concerns regarding a lack of segregation of duties, excessive access to the safes, and unknown revenue sources for cash on hand. The Pawnee office is responsible for the collection and deposit of camping receipts for Pawnee, Conestoga State Recreation Area, and those areas known collectively as the Salt Valley Lakes (Bluestem, Olive Creek, Stagecoach, and Wagon Train). Due to the concerns brought to light by the Central Office's surprise cash count, we conducted our own surprise cash count on May 30, 2017, which resulted in similar findings. We counted approximately \$34,600 during the site visit. Given the extensive concerns detailed below, it appears that the Commission failed to take adequate corrective action following the Central Office's prior surprise cash count. We noted the following during our visit:

- The Pawnee camping receipts, totaling \$10,719, were not deposited timely. The APA observed stacks of camping fee envelopes, some of which dated back to May 14, 2017. It is unknown if these envelopes had been picked up daily and kept in the safe or if their collection had also been tardy. As noted above, at least eight individuals had access to the safes during this time period. Considering the lack of internal controls, it is unlikely the park would have known if any of the cash-filled envelopes had been lost or stolen.

We were unable to determine when these receipts were actually deposited, as the park did not have adequate records to support the receipt dates contained within the deposit. The park did make several deposits totaling \$9,928 on June 5, 2017, or up to three weeks after the May 14<sup>th</sup> date. The remaining \$791 had not been deposited as of June 23, 2017, which was over three weeks after the APA performed the cash count. According to Neb. Rev. Stat. § 84-710 (Reissue 2014), the Commission is to deposit monies amounting to \$500 or more within three business days of receipt and within seven days when the amount is less than \$500.

- We also noted that deposits were taken to the bank but not recorded in the accounting system timely. For instance, several deposits were made on June 5, 2017, but were not recorded in the accounting system until June 21, 2017, or later. This is at least 16 days after the initial deposit. The procedures performed by the Central Office do not appear to have identified the untimely recordings, which were revealed later by the APA's examination.
- Pawnee had an authorized change fund of \$750. Of this amount, \$265 could not be accounted for. According to the park, the office cash register and the office bag in the safe contained cash from the \$750 change fund; however, staff could not tell the APA how much of the change fund was included. The office bag contained both cash from the change fund and permit sale revenues needing to be deposited. The park also did not have a set amount of funds in the cash register daily. The park should have procedures to account separately for cash from the change fund and permit sale revenues to ensure that all funds are on hand.

# NEBRASKA GAME AND PARKS COMMISSION

## COMMENTS AND RECOMMENDATIONS (Continued)

### 2. State Park Procedures (Continued)

- The June 2, 2017, deposit included camping receipts totaling \$1,091; however, when the APA counted this deposit, there was \$1,103 on hand. The park was unable to explain the \$12 shortage.
- The receipts counted by the APA for the Salt Valley Lakes did not agree to the deposit amounts, as illustrated by the following table and the park was unable to explain the variance.

Park	Deposit	Per APA Cash Count	Variance Long/(Short)
Bluestem	\$ 1,195	\$ 1,214	\$ (19)
Wagon Train	\$ 938	\$ 1,259	\$ (321)
<b>Overall Variance</b>			<b>\$ (340)</b>

For both the June 2, 2017, deposit noted above and the Salt Valley Lakes deposit it is unknown if the monies were misplaced, stolen, or still pending deposit.

- The amounts deposited for permit sales at Pawnee did not agree to sales recorded in the Active Works system for the period May 24-31, 2017, as shown by the table below:

Type of Permit	Deposit	Active Works	Variance Long/(Short)
Park Entry Daily Permits	\$ 2,130	\$ 2,058	\$ 72
Park Entry Annual Permits	\$ 3,720	\$ 3,750	\$ (30)
Park Entry Annual Duplicate Permits	\$ 1,020	\$ 1,035	\$ (15)
Permit Credit Card Sales	\$ 3,046	\$ 2,954	\$ 92
<b>Overall Variance</b>			<b>\$ 119</b>

- The Central Office did not require the validated bank deposits to be submitted to verify that deposits were being made timely. During testing, we noted that six deposit documents lacked validated bank deposit slips, which had to be requested from the park.
- At the Pawnee office and kiosk, only credit card sales were recorded in the Active Works system at the time of sale. Cash sales were not recorded until the deposit was created. The financial session in the system was not closed at the end of each day to account for the daily sales; rather, it was done when the deposit was prepared. This increases the risk that all sales will not be properly accounted for in the deposit.
- The kiosk recorded on a separate daily sheet the quantity and range of permit numbers sold and the dollar amounts collected. The sheet included a space for the kiosk employee's name and signature. However, the May 29, 2017, sheet contained neither the name nor the signature of the employee who processed that day's activity, which totaled \$1,571.

## NEBRASKA GAME AND PARKS COMMISSION

### COMMENTS AND RECOMMENDATIONS

(Continued)

#### 2. State Park Procedures (Continued)

- Fifty-six of 125 checks observed during the cash count were not restrictively endorsed for deposit. This did not include checks in camping fee envelopes that were opened during the cash count.

#### Accounts Receivable

We also reviewed accounts receivable procedures at both the Central Office and Mahoney State Park and noted the following:

- The Customer Aging Report in the Active Works system (used to record sales and group events) was not reviewed by anyone at the Central Office to ensure that the amounts on the report were correct and being actively pursued for collection. Furthermore, the Customer Aging Report was not used to ensure the accuracy of the accounts receivable submitted by Mahoney State Park for the 2016 Comprehensive Annual Financial Report (CAFR); instead, a listing was provided with the group names and amounts owed. It is unknown if the listing agreed to the system because a report could not be regenerated for a past date.
- The Customer Aging Report was run and reviewed only three times by Mahoney State Park personnel during the period July 1, 2015, through December 31, 2016.
- For one of three Mahoney State Park group events reviewed, the largest outstanding receivable balance, proper collection procedures were not followed. The event was held May 6 and 7, 2016, and had an outstanding balance of \$10,925 as of June 30, 2016. The first billing was sent to the customer on July 8, 2016. The next collection attempt was not made until November 2, 2016, four months later. According to the collection checklist, at four months, the event should be forwarded to the Central Office for collection after the park has made phone calls and sent follow-up letters to the customer. The only documented collection attempt by the Central Office was on March 3, 2017, which was when the event was approximately eight months past due. Payment was finally received on April 3, 2017.

Without a proper segregation of duties when handling cash and making bank deposits, there is an increased risk of theft, errors, or irregularities occurring and not being detected. A good internal control plan requires procedures to be in place for the periodic and adequate review of outstanding accounts receivable to ensure that amounts are being properly pursued for collection, and any attempts at collection are adequately documented. A similar finding was noted in our previous attestation report.

We recommend the Commission establish an adequate segregation of duties by ensuring that at least two individuals are involved in the handling of cash and the preparation of bank deposits. We also recommend the Commission ensure that all sales are recorded in



# NEBRASKA GAME AND PARKS COMMISSION

## COMMENTS AND RECOMMENDATIONS

(Continued)

### 2. State Park Procedures (Concluded)

the accounting system when made, voided transactions are reviewed in detail, and deposit documentation is reviewed before approval. We also recommend the Commission ensure that cash receipts are secure, and access to safes is limited to necessary staff. Furthermore, we recommend the Commission ensure that accounts receivable are reviewed periodically, written collection procedures are being followed, and collection attempts are properly documented to show that accounts are being properly pursued for collection.

*Commission Response: While there were a number of mitigating circumstances related to staffing levels at some of the areas, the agency is committed to maintaining an appropriate level of segregation and or compensating controls. The Parks Division is in the initial stages of reorganization and an unprecedented attrition of seasoned staff. All processes and procedures will be reviewed and updated to ensure the appropriate internal controls are exercised and documented, to include minimizing access to secured areas/safes. Each of the sites identified will be instructed and coached on proper procedures and, where deemed necessary, more and/or adequately classified staff will be inserted to address accounting procedures. Newly created regional supervisors will be coached on processes and they will help ensure processes are being complete in the field.*

*Contact was made with Active Works and a scheduled running of void reports has been secured. Both Parks and the Accounts Receivable section of Budget and Fiscal have modified their procedures to include regular review of the available aging reports. Initial analysis of some of the aging reports discovered several entry errors that have been noted/corrected.*

*In the case of Pawnee State Recreation Area, administrative/accounting staff from the Lincoln office took immediate action on ensuring all monies were deposited and accounted for. Additional staff were and are continuing to be made available to ensure deposits are done in a timely fashion to meet statutory requirements. Appropriate personnel actions will follow and increased instruction and supervision has already been implemented. A follow-up site visit cash count was conducted on July 7, 2017 and all cash funds were accounted for and new instructions on filing and processing have been initiated.*

### 3. Park System Access

We reviewed the Active Works system user access for all employees at each of the parks visited, as specified in Comment #2 (Aksarben Aquarium did not use the system). A lack of segregation of duties was noted, as 105 employees had access to process an event from beginning to end and to unilaterally make changes to or to void an event in the system. Those employees could also process a payment and subsequently void the transaction, which could go undetected because there was no independent review or approval performed by someone without system access to ensure the propriety of the transactions.

# NEBRASKA GAME AND PARKS COMMISSION

## COMMENTS AND RECOMMENDATIONS

(Continued)

### 3. Park System Access (Concluded)

Additionally, among those with system access were 17 terminated employees whose access had not been removed timely. Their termination dates ranged from July 30, 2009, to December 5, 2016. Furthermore, two other individuals with system access were not State employees (Unidentified Users), and the Commission was unable either to identify them or to explain why they had user access.

Park	Number of Current Employees as of 12/31/16	Number of Terminated Employees as of 12/31/16	Unidentified Users	Total Number of Employees With Access
Mahoney State Park	24	4	1	29
Platte River State Park	34	2	-	36
Fremont SRA	14	-	-	14
Two Rivers SRA	12	11	1	24
Pawnee SRA	2	-	-	2
<b>Total</b>	<b>86</b>	<b>17</b>	<b>2</b>	<b>105</b>

A good internal control plan requires the implementation of policies and procedures to ensure not only a proper segregation of duties among those using the Active Works system, so no one individual is in a position to handle all phases of a transaction from beginning to end, but also proper restrictions upon user access to that system.

Without such policies and procedures, there is an increased risk of individuals, including unauthorized users, improperly accessing and manipulating data in the system – which could result in undetected theft, errors, and other irregularities.

We recommend the Commission implement policies and procedures to ensure not only a proper segregation of duties among those using the Active Works system but also proper restrictions upon user access to that system.

*Commission Response: The agency will review the access levels of staff to ensure only those needing specific access to certain modules maintain that access. A more timely review and documentation will be instituted to particularly address the issue of terminated employees remaining in the system.*

### 4. Lack of Controls Over Payroll Procedures

During our review of the payroll process, we noted a lack of segregation of duties. One individual was able to process, review, and post payroll without a secondary review by an independent person with no payroll access. Only individuals with access to process payroll performed reviews to ensure that changes were accurate and proper. Payroll expenditures totaled \$57,662,726 during the period July 1, 2015, through December 31, 2016.

## NEBRASKA GAME AND PARKS COMMISSION

### COMMENTS AND RECOMMENDATIONS

(Continued)

#### 4. **Lack of Controls Over Payroll Procedures** (Concluded)

Furthermore, there was no documented review of changes made in Workday, the State's human resource management system, to ensure that changes to it were correct and appropriate. Workday's data base includes key payroll information, such as benefits information, new hire and termination information, compensation information, and contact/personal information. The Personnel Administrator performed a limited, undocumented review of Workday notification changes; however, she acknowledged relying primarily on the Department of Administrative Services (DAS) State Personnel to ensure data was correct and appropriate. Because DAS would not always receive the detailed information needed to ensure that payroll changes were correct and proper, that responsibility rests with the Commission.

During testing of payroll access, we noted that six individuals, five in the Budget and Fiscal division and one from the Parks division, had payroll access in EnterpriseOne (E1), the State's accounting system. These individuals were considered back-ups or had access for inquiry purposes; however, they were also able to process and make changes to payroll with their access. Allowing six individuals, in addition to the four employees in the Personnel division, to have payroll access appears excessive. Such excessive access could lead to errors or irregularities occurring and going undetected.

We also noted that one employee had unnecessary access to the payroll module in the accounting system. That individual worked in the Personnel division from 2013 to 2014 before moving to a different division. However, the access was not removed until brought to the Commission's attention during the examination in March 2017.

A good internal control plan requires an adequate segregation of duties over payroll processing to ensure that one individual is not able both to perpetrate and to conceal errors or irregularities without detection. Furthermore, good internal controls require policies and procedures to ensure that system access is reasonable and necessary for the employees' job functions.

When an adequate segregation of duties does not exist, and detailed reviews are not performed by individuals without access to make changes, there is a greater risk of fraud or misuse of funds. Additionally, excessive access to payroll functions increases the risk of intentional or unintentional error, fraud, or misuse of State funds.

We recommend the Commission establish an adequate segregation of duties and ensure a second individual without payroll access reviews payroll changes, so no one individual is able to process a transaction from beginning to end. In addition, we recommend the Commission remove unnecessary access within the payroll system, limiting access to only those individuals who perform processing procedures.

*Commission Response: There had been a number of turnovers of key staff during the attestation period contributing to mistakes being made and/or overlooked. All existing positions have been filled since, however the number of processes and staff likely warrant more attention in this arena. The agency will assess the needs of augmenting the HR area with additional staff/expertise in the near future as budget resources are made available.*

## NEBRASKA GAME AND PARKS COMMISSION

### COMMENTS AND RECOMMENDATIONS

(Continued)

#### 5. Payroll Issues

During testing of payroll records, we noted a lack of supporting documentation, incorrect payout of vacation balances upon termination, and improper leave balances in the accounting system. Good internal controls require that documentation be kept on file to support payroll amounts, including payroll deductions and tax withholdings. Good internal controls also require policies and procedures to ensure that leave balances are proper in the system, and payments are accurate.

##### Lack of Supporting Documentation

During testing of payroll-related expenditures, we noted that the following transactions lacked adequate supporting documentation:

- For two of five terminated employees tested, there was no support for deductions from their final paychecks. The individuals' final paychecks had \$19,950 and \$17,000 transferred to their Deferred Compensation Plan (DCP) accounts. However, the Commission did not have the forms on file to support the transfers. During the examination, the forms were requested from the retirement system, and we noted that the individual with the \$19,950 transfer did not have the amount written on the form, as required. It is unknown how the amount was communicated between the employee, the Commission, and the retirement system. When supporting documentation for deductions does not exist, there is a greater risk of fraud, loss, or misuse of funds.
- One of three terminated employees tested had an increase of 22 hours, or \$780, made to the sick leave balance paid on his final paycheck. There was no support for the adjustment. When leave adjustments are not supported, there is an increased risk of error or misuse of funds.
- For 3 of 17 employees tested, there was no documentation for benefit deductions from their paychecks. The three individuals were conservation officers, and support for their benefit elections was on file with the State Law Enforcement Bargaining Council (SLEBC), which oversees the benefits. The Commission did not obtain copies of that support for its own personnel files. Furthermore, one of the employees had an additional insurance deduction of \$27, but no support for it could be produced. Also, one of the individuals had an administrative change made by a personnel assistant for a \$110 increase in benefits. The APA requested support for this change; however, nothing was provided by the Commission.
- For 2 of 18 employees tested, one did not have a W-4 on file, and the other's W-4 did not agree to the tax withholding recorded in the accounting system. When current and accurate W-4 information is not maintained for employees, there is an increased risk that employee withholdings could be incorrect.

# NEBRASKA GAME AND PARKS COMMISSION

## COMMENTS AND RECOMMENDATIONS (Continued)

### 5. **Payroll Issues** (Continued)

#### Leave Balances

During testing of six terminated employees with leave balances, we noted the following:

- One employee had a negative vacation balance of 2.5 hours. The final paycheck did not account for the 2.5 hours of vacation used during the employee's last pay period, causing an overpayment of \$91.
- One employee had a vacation balance of 7.39 hours because the final paycheck did not account for 7.39 hours of vacation earned during that period. Consequently, the employee was underpaid \$95. Neb. Rev. Stat. § 81-1328(8) (Cum. Supp. 2016) states, in relevant part, "Each state employee, upon retirement, dismissal, or voluntary separation from state employment, shall be paid for unused accumulated vacation leave."
- Two employees had vacation balances of 226.88 and 6.43 hours. The employees were hired in 2015 and 2014, respectively, as temporary workers by the Commission after having worked for the Nebraska State College System (NSCS). The balances were paid out by NSCS upon termination; however, the vacation balances were not removed. The Commission should have taken steps to follow up on the balances and have them removed to ensure that erroneous payments were not made. No balances were paid by the Commission upon subsequent termination.

We also tested employees with leave balances in excess of 280 hours at the end of the calendar year. We tested eight employees' leave balances for calendar year 2015 and five employees' leave balances for calendar year 2016 and noted that three employees' balances were not properly lapsed, as follows:

	2015 Leave Hours Lapsed	2015 Appropriate Leave Lapsing	2015 (Excessive)/ Remaining Lapsing	2016 Leave Hours Lapsed	2016 Appropriate Leave Lapsing	2016 (Excessive)/ Remaining Lapsing
Employee 1	7.50	10.50	3.00	5.70	2.00	(3.70)
Employee 2	Properly Balanced for 2015			7.67	-	(7.67)
Employee 3	6.70	-	(6.70)	26.50	18.80	(7.70)

According to both Title 273 Nebraska Administrative Code (NAC) 10-004.02 and Article 14.7 of the Nebraska Association of Public Employees (NAPE) contract for July 1, 2015, through June 30, 2017, an employee's accumulated vacation time in excess of 35 days or 280 hours is to be forfeited by December 31 of each calendar year.

## NEBRASKA GAME AND PARKS COMMISSION

### COMMENTS AND RECOMMENDATIONS

(Continued)

#### 5. **Payroll Issues** (Concluded)

The Commission was not properly accounting for earnings in the final pay period when it calculated the excessive balances. Furthermore, the hours used for two of the employees (Employee 1 & Employee 2 above) during the period were not properly accumulated when calculating the excessive leave balances, partially causing the errors noted. According to Commission records, 125 employees could have been affected by the Commission's leave lapsing procedures as of December 31, 2016.

We recommend the Commission establish adequate policies and procedures to ensure payroll transactions, including benefit deductions, taxes, and vacation balances, are properly recorded and paid to employees. We also recommend the Commission review its leave-balancing procedures to ensure the calculation is in accordance with State regulations, and any errors are properly corrected in the accounting system.

*Commission Response: There had been a number of turnovers of key staff during the attestation period contributing to mistakes being made and/or overlooked. All existing positions have been filled since, however the number of processes and staff likely warrant more attention in this arena. The agency will assess the needs of augmenting the HR area with additional staff/expertise in the near future as budget resources are made available.*

#### 6. **Internal Control Over Inventories**

While testing the Commission's inventory procedures, we noted a lack of segregation of duties over the processing of capital assets in the accounting system. We also noted a lack of policies and procedures for bulk fuel inventories, resulting in the inaccurate and untimely submission of fuel logs. Finally, we noted that the Commission had not performed artifact inventories since 2010.

##### Lack of Capital Asset Segregation of Duties

Our review of the capital asset inventory processes revealed a lack of segregation of duties. One individual was able both to add assets to the inventory records and to surplus/dispose of assets, and no secondary review was performed by an independent person without capital asset access to ensure that the additions and retirements were appropriate and accurate. Seven individuals had access to add, delete, and change asset information in the accounting system. Capital assets totaled \$13,057,801 for the period July 1, 2015, through December 31, 2016. Without an adequate segregation of duties, there is an increased risk of fraud and misuse of State property.

##### Bulk Fuel

The APA visited five State parks and performed testing of bulk fuel on hand at each one, which included eight bulk fuel tanks in total. The parks complete a monthly fuel log that contains the date fuel is used or purchased, the amount in gallons, the driver's signature, and a calculation of fuel inventory, including rod readings for actual amounts on hand. Each fuel log has the following instructions:

## NEBRASKA GAME AND PARKS COMMISSION

### COMMENTS AND RECOMMENDATIONS

(Continued)

#### 6. **Internal Control Over Inventories** (Continued)

*The responsible Fuel Tank Operator is required to provide all information requested each time the area bulk tank(s) is refueled during the month. A separate form must be used for each bulk tank. Bulk dispensing information must be recorded immediately after refueling vehicles, equipment or miscellaneous use. Fuel dispensed is to be recorded in gallons and tenths. A signature is required for the amount of fuel dispensed. The white copy of this form must be completed, signed and returned by the 10<sup>th</sup> of the following month to the Budget and Fiscal Division.*

The above guidelines are the extent of the bulk fuel policies and procedures established and communicated to staff by the Commission. There were no agency-wide policies and procedures regarding the review of bulk fuel reports to ensure that they were obtained timely and that variances between calculated and measured inventories were reasonable; in fact, no threshold had been established for researching and explaining fuel variances. Furthermore, the Commission did not have an agency-wide contract for the purchase of bulk fuel. Instead, each park was to obtain independently, three informal bids for purchases.

During testing of each park's bulk fuel logs, we noted the following issues:

- Four of eight fuel logs requested from the Budget and Fiscal division were not on file by the 10<sup>th</sup> of the following month. We requested the fuel logs on April 18, 2017, and noted that both February 2017 logs for Platte River and both March 2017 fuel logs for Mahoney State Park were not on file and had to be requested from the parks.
- Two of eight fuel logs were not completed properly in accordance with the log instructions. The beginning balances did not agree to the prior months' ending balances for the Two Rivers State Recreational Area and Platte River State Park.
- Two of eight fuel logs were not signed by the fuel tank operator. Both logs were for Two Rivers.
- Three of eight fuel logs obtained during the APA's park visits were not complete. The logs did not agree to the final logs submitted by the parks to the Budget and Fiscal division as follows:
  - Two Rivers had 49 gallons of diesel fuel dispensed on March 13, 2017, that was not recorded on the fuel log obtained during the park visit on March 29, 2017.
  - Two Rivers also had 53.6 unrecorded gallons of unleaded fuel dispensed on five separate dates prior to our site visit on March 29, 2017.
  - Mahoney State Park had 15 gallons of unleaded fuel dispensed on March 25, 2017, that was not recorded on the fuel log obtained during the park visit on March 27, 2017.

NEBRASKA GAME AND PARKS COMMISSION

COMMENTS AND RECOMMENDATIONS

(Continued)

6. **Internal Control Over Inventories** (Continued)

- During our review of fuel logs for March 31, 2017, we noted that four of the eight logs used to record the measured fuel on hand appeared inaccurate, or there were large fuel variances that were not researched and explained. For five of eight fuel logs examined during our park visits on March 27 and March 29, 2017, we also noted significant variances between the calculated fuel inventory per the logs and the rod readings performed by staff. All of the variances noted are detailed in the following table:

Location	Date	Fuel Type	Calculated Fuel Inventory (gallons)	Measured Fuel Inventory (gallons)	Variance Per Log	APA Observations
Fremont	Readings during 3/29/2017 park visit	Diesel	80.00	112.993	32.993	Park staff assumed that the variance between the diesel and the unleaded tanks was a result of an individual dispensing fuel and recording it on the wrong log. However, they were unable to provide support for that assumption.
Fremont	Readings submitted by park for 3/31/2017	Diesel	80.0	80.0	-	The park uses a rod to read the actual inventory. It appears a rod reading was not performed, as it would be unlikely that the measurement would agree exactly to the calculated amounts. We noted a 33 gallon variance during the park visit.
Fremont	Readings during 3/29/2017 park visit	Unleaded	320.87	286.364	(34.506)	Park staff assumed that the variance between the diesel and the unleaded tanks was a result of an individual dispensing fuel and recording it on the wrong log. However, they were unable to provide support for that assumption.
Fremont	Readings submitted by park for 3/31/2017	Unleaded	320.87	-	-	The park did not record a rod reading and noted no variance between the calculated and measured inventory. No further inquiry was performed by the Budget and Fiscal division.
Two Rivers	Readings during 3/29/2017 park visit	Diesel	77.6	132.498	54.898	Park staff said that the cause could be due to rain water in the tank. However, it is uncertain whether nearly 55 gallons of rain water would be a reasonable explanation.



NEBRASKA GAME AND PARKS COMMISSION

**COMMENTS AND RECOMMENDATIONS**  
(Continued)

**6. Internal Control Over Inventories** (Continued)

Location	Date	Fuel Type	Calculated Fuel Inventory (gallons)	Measured Fuel Inventory (gallons)	Variance Per Log	APA Observations
Two Rivers	Readings submitted by park for 3/31/2017	Diesel	57.6	57.6	-	The park uses a rod to read the actual inventory. It appears a rod reading was not performed, as it would be unlikely that the measurement would agree exactly to the calculated amounts. We noted a 55 gallon variance during the park visit.
Two Rivers	Readings during 3/29/2017 park visit	Unleaded	214.9	241.373	26.473	Park staff said that the cause could be due to rain water in the tank. However, it is uncertain whether 26 gallons of rain water would be a reasonable explanation.
Two Rivers	Readings submitted by park for 3/31/2017	Unleaded	214.9 (corrected for beginning balance error)	224.287	9.387	The variance appeared reasonable; however, during our park visit two days earlier, the reading was 26 gallons higher, and no further usage or purchases were noted on the log.
Platte River	Readings during 3/27/2017 park visit	Unleaded	1228.3	1294.3	66	Park staff said the variance appeared to be due to human error while taking the rod reading. However, it was unknown if this was the cause. The reading at 3/31/17 still had a 45 gallon variance.
Platte River	Readings submitted by park for 3/31/2017	Unleaded	1200.1	1245.1	45	No explanation was noted for the large variance.

When bulk fuel logs are not complete, accurate, and submitted timely, there is an increased risk of loss or misuse of fuel inventories at the State parks.

Untimely Artifact Inventory

The last artifact inventory was performed in 2010. The Commission was in the process of performing inventories during May 2017. However, it had been over seven years since some artifacts had been inventoried. According to the Commission, over 15,000 artifacts are kept at nine historical parks across the State. When inventories are not performed timely, there is an increased risk of lost or stolen items going undetected.

# NEBRASKA GAME AND PARKS COMMISSION

## COMMENTS AND RECOMMENDATIONS

(Continued)

### 6. **Internal Control Over Inventories** (Concluded)

A good internal control plan requires an adequate segregation of duties over capital assets to ensure that no one individual can conceal or perpetrate errors or irregularities. Furthermore, a good internal control plan requires policies and procedures to ensure that timely inventories are performed, and any variances noted are researched and explained.

We recommend the Commission implement policies and procedures to ensure an adequate segregation of duties over capital assets exists. Furthermore, we recommend the Commission establish written policies and procedures for bulk fuel, including thresholds for reasonable variances and requirements for the timely and accurate submission of logs. We also recommend the Commission consider establishing an agency-wide contract for bulk fuel purchases. Finally, we recommend the Commission establish policies and procedures for the periodic inventorying of artifacts maintained at the State parks to ensure that all such items are accounted for properly.

*Commission Response: The segregation of duties within the fixed asset arena has been reviewed in the past. Improved compensating controls, to include independent review and approval of actions, have been initiated. The process will continue to be monitored and reviewed to determine if other reasonable steps can be taken.*

*The agency has been a part of a review committee with the Materiel Division (includes TSB, NSP, NDOR, NCRS) to determine if a state-wide contract for motor vehicle fuels is feasible. The diversity of locations and capacities has been a challenge. As an agency, we will review our current tanks to determine if there are more accurate metering devices available and ensure that the logs are more accurately maintained and submitted to the responsible divisions in a timely fashion. Significant discrepancies will be more thoroughly vetted to determine circumstances and possible need for intervention.*

*The historical parks managed by the agency recognize the importance of maintaining accurate inventories. Steps have been taken to improve the processes, to include digitizing records. One park is now complete and two more are nearly so and the rest are scheduled. The new process is intended to replace the traditional inventory process and will take into consideration the dynamic nature of museum type exhibits.*

### 7. **Capital Asset Issues**

During our review of the Commission's capital asset records, we noted the following: 1) capital assets were not recorded accurately and timely in the accounting system, and some could not be located or were improperly tagged; and 2) surplus property proceeds were not deposited in accordance with State statute.

# NEBRASKA GAME AND PARKS COMMISSION

## COMMENTS AND RECOMMENDATIONS

(Continued)

### 7. Capital Asset Issues (Continued)

#### Assets Not Recorded Accurately, Improperly Tagged, or Missing

During testing of capital asset records recorded in the accounting system, we noted the following issues:

- Seven parcels of land purchased between November 2010 and December 2016, totaling \$2,815,180, had not been recorded in the accounting system.
- One parcel of land purchased in November 2015 was recorded in the accounting system twice. The cost of land totaled \$182,281.
- Twenty-two assets were recorded with no cost in the accounting system. The total value of the assets was \$901,386.
- Two assets were purchased in May and June 2016, but they were not added to the capital asset listing until after January 2017. The assets totaled \$232,000.
- We performed procedures to verify that assets from the Commission's capital asset listing could be traced to the actual item and vice versa. We also ensured that all items tested were properly identified as property of the State of Nebraska. During our procedures, we noted the following:
  - In tracing 51 assets from the listing to the actual items, we could not locate two of the items. The missing items were a Notebook computer for \$1,718 and a flatbed trailer for \$1,300.
  - We tested 40 items to ensure that they were properly included on the asset listing, but one item, a 2010 Dell Laptop computer, was not on the list. The tag number on the asset agreed to that of a disposed/surplused item in the accounting system. The Commission believes that the wrong tag was put on the asset.
  - Three of 91 assets tested were not properly identified as property of the State of Nebraska in accordance with Neb. Rev. Stat. § 81-1118.02(3) (Reissue 2014). Those items were a video simulator system for \$13,995, a floor steamer for \$6,419, and a snowplow for \$2,188.

Section 81-1118.02(3) states the following:

*Each such executive, department, commission, or other state agency shall indelibly tag, mark, or stamp all such property belonging to the State of Nebraska, with the following: Property of the State of Nebraska. In the inventory required by subsection (1) of this section, each such executive, department, commission, or other state agency shall state positively that each item of such property has been so tagged, marked, or stamped.*

# NEBRASKA GAME AND PARKS COMMISSION

## COMMENTS AND RECOMMENDATIONS

(Continued)

### 7. Capital Asset Issues (Continued)

A good internal control plan requires the timely addition of assets to the asset records in the accounting system, as well as the correction of any errors in those records. In addition, a good internal control plan requires policies and procedures to ensure that assets are properly tagged as State property.

When assets are not properly recorded in the accounting system, and errors to asset listings are not corrected, there is an increased risk of misstatement of asset records. When assets are not properly tagged, moreover, the Commission is not in compliance with State statute, and there is an increased risk for the misuse of State assets. A similar finding was noted in our previous attestation report.

#### Surplus Property Proceeds

According to Neb. Rev. Stat. § 81-161.04(2) (Reissue 2014), proceeds from the sale of State-owned assets should be handled in the following manner:

*[T]he proceeds of the sales shall be deposited with the State Treasurer and credited to the General Fund unless the using agency certifies to the materiel division that the property was purchased in part or in total from either cash accounts or federal funds or from a percentage of such accounts or funds, in which case the proceeds of the sale to that extent shall be credited to the cash or federal account in the percentage used in originally purchasing the property.*

For 7 of 10 surplus items tested, the proceeds were not deposited to the General Fund. At the same time, however, the Commission did not certify the funds of origination with the Department of Administrative Services, Material Division, as required by § 81-161.04(2).

Furthermore, for 2 of 10 additions tested, the fund of origination was not properly entered in the accounting system. The assets were purchased with Federal funds; however, the Commission identified the items as having been purchased with cash funds. When the assets are sold the proceeds from their sale should either be returned to the Federal fund, if required by the Federal grant, or to the General Fund, if the Commission has not made the appropriate certification to the Materiel Division.

When proceeds from the sale of assets are neither credited to the General Fund nor certified to be deposited to a cash or Federal fund, the Commission is not in compliance with State statute. In addition, when assets are not identified as having been purchased with Federal grant funds, there is less assurance that the proceeds resulting from the eventual surplus of those assets will be properly returned to the Federal agency, if so required.

We recommend the Commission ensure items are accurately and timely recorded in the accounting system. All assets should be appropriately tagged, and asset records should be adequately maintained in order to ensure that all assets are on hand. Furthermore, we recommend proceeds from the sale of assets be deposited in accordance with State statute, and fund numbers be accurately assigned to each asset.

## NEBRASKA GAME AND PARKS COMMISSION

### COMMENTS AND RECOMMENDATIONS (Continued)

#### 7. **Capital Asset Issues** (Concluded)

*Commission Response: As the APA noted in the exit conference, the Nebraska Game and Parks Commission plays only a defined role in the capital asset process as it pertains to buildings and lands. The agency has attempted to work with the Building Division over several years in attempts to improve the timeliness of recording assets in the system. Only recently has the agency been authorized and given access to the appropriate modules that should dramatically improve this issue. All of the specific examples have been rectified.*

#### 8. **Federal Activity Recorded in the General and Cash Funds**

The Commission did not account for all of its Federal activity in Federal funds. For some activity, the Commission recorded Federal revenues and expenditures in its General Fund and various cash funds.

According to the Department of Administrative Services' (DAS) "State Accounting Manual," Application of Principles – Section AM-003, the fund types used in the State accounting system include the following:

- 40000-Federal Funds-accounts for all federal grants and contracts received by the State.
- 20000-Cash Funds-accounts for revenues generated by specific activities from sources outside of state government and the expenditures directly related to the generation of the revenues.
- 10000-General Fund-accounts for all financial resources not required to be accounted for in another fund. Revenue generally comes from state taxes.

Commission personnel explained that activity related to projects that the Commission would have incurred with or without Federal funds were recorded in the General Fund or six cash funds using subsidiary or subledger accounts to identify the Federal activity. On a monthly basis, the Commission downloaded all grant activity from the accounting system into an access database. The Commission utilized the database to determine the amounts to draw down from the Federal grants and required State matching dollars. It is not possible to determine from the accounting system which expenditures were paid with Federal funds or State matching funds.

The inaccurate activity was adjusted on the Schedule of Revenues, Expenditures, and Changes in Fund Balances for the period July 1, 2015, through December 31, 2016, to reflect accurately the Federal activity in accordance with DAS policies. The chart below reflects the Federal activity recorded and subsequently adjusted in the Commission's General and cash funds. Expenditures totaled \$12,371,532, and revenues totaled \$13,014,590.

Fund	Revenues	Expenditures	Adjustment to Fund Balance
General Fund 10000	\$ (3,594)	\$ (9,253)	\$ (5,659)
State Game Fund 23320	\$ (8,720,420)	\$ (8,457,622)	\$ 262,798
State Park Cash Revolving Fund 23330	\$ (369,622)	\$ (135,630)	\$ 233,992
Nebraska Habitat Fund 23340	\$ (3,377,400)	\$ (3,200,114)	\$ 177,286

NEBRASKA GAME AND PARKS COMMISSION

**COMMENTS AND RECOMMENDATIONS**  
(Continued)

**8. Federal Activity Recorded in the General and Cash Funds** (Concluded)

Fund	Revenues	Expenditures	Adjustment to Fund Balance
Wildlife Conservation Fund 23350	\$ (3,325)	\$ (2,476)	\$ 849
Nebraska Aquatic Habitat Fund 23410	\$ (460,792)	\$ (480,725)	\$ (19,933)
Capital Maintenance Fund 23470	\$ (79,437)	\$ (85,712)	\$ (6,275)
Federal Programs Fund 43320	\$ 13,014,590	\$ 12,371,532	\$ 643,058

A good internal control plan requires the Commission to record Federal financial activity in a Federal fund type, as prescribed in the “State Accounting Manual.”

When Federal financial activity is not recorded as prescribed in the “State Accounting Manual,” the financial activity of those funds can be misleading to the users of the financial information.

We recommend the Commission work with the DAS Accounting Administrator to develop a plan for recording all Federal activity in Federal funds, as prescribed by the “State Accounting Manual.”

*Commission Response: This practice has been discussed with the State Accounting Division and we have approval of our historical accounting methodology. All activity is in fact accounted for in a manner that is most efficient given the mechanics of the accounting system and the process of budgeting. Most new federal grants are accounted for in a manner that would be preferred by the APA, however those being questioned are long-standing reimbursement operational grants that have been accounted for in the same manner for several decades. When E1 (NIS) was first migrated to, the agency met with State Accounting and the implementation team to determine the most efficient manner in which to record and track these monies and the methodology used was the agreed upon course. Should any future system upgrades to conversions arise the agency will certainly consider more efficient practices should they surface.*

**9. Lack of Adequate Monitoring Procedures**

During testing of the Commission’s expenditures, we noted several payments that lacked adequate documentation of proper monitoring, including fiscal reviews, having been performed prior to payment, as follows:

Pheasants Forever

According to the Commission’s records, there were 32 cooperative agreements with Pheasants Forever (PF) during the period July 1, 2015, through December 31, 2016. The earliest agreement started in January 2001 and was still open at the time of the APA’s review. The latest expiration date for one agreement extended through January 2030. The agreements contained amounts not to be exceeded totaling approximately \$7.7 million, and there were three contracts with no set dollar limits. During the period tested, the Commission paid PF \$3.3 million.

## NEBRASKA GAME AND PARKS COMMISSION

### COMMENTS AND RECOMMENDATIONS

(Continued)

#### 9. **Lack of Adequate Monitoring Procedures** (Continued)

The Commission acknowledged not competitively bidding the agreements with PF. Instead, the Commission distributes aid to PF, which then provides monies or in-kind services to assist the Commission with completing the agreed-upon projects.

We tested two payments, totaling \$314,034, from two cooperative agreements between the Commission and PF. The total paid during the period tested for both agreements was \$647,797. Both agreements provided for pass-through funds to PF for payment to private landowners for work performed on private land. During testing, we noted the following:

- There was no supporting documentation on file that the habitat management work completed by the private land owner was monitored, inspected, or determined to be in accordance with the individual contracts between the private land owners, the Commission, and PF. The payment request documents submitted by the biologist to support that the habitat management work was completed did not contain the signature of either the biologist who inspected the project or the individual who submitted the documentation for payment, and the requests did not specify what procedures were performed to determine that the work was completed in accordance with the conditions of the contracts.
- We reviewed the largest five landowner payments for each invoice tested for a total of 10 payments. We noted that detailed invoices were not on file for 1 of 10 landowner reimbursements. The invoice totaled \$9,567 and noted only "Balance forward" from Becker Bros. Feeds, Inc. It is unknown what was purchased and subsequently reimbursed.
- The Commission did not have procedures in place to obtain canceled checks or other documentation to ensure that the landowners actually paid for the expenditures being submitted for reimbursement.
- Additionally, we noted that the Commission did not perform fiscal reviews of PF to ensure payments were actually made to the landowners or that the payments were made timely.

#### Ducks Unlimited

The Commission entered into a cooperative agreement with Ducks Unlimited (DU) to provide \$70,000 to support the North American Waterfowl Management Plan's (NAWMP) conservation efforts in the Prairie Habitat Joint Venture Priority Areas of Saskatchewan. DU stated that the contribution was pooled with money from other contributors for matching funds. The contribution was to help DU's work with its Canadian partners in the production of ducks for the fall and winter hunting season.

# NEBRASKA GAME AND PARKS COMMISSION

## COMMENTS AND RECOMMENDATIONS (Continued)

### 9. **Lack of Adequate Monitoring Procedures** (Continued)

The agreement between the Commission and DU contains the following:

*Section II. DU will transfer the Commission's and associated funds to the appropriate individuals or organizations so that they can be expended on the following NAWMP projects: Prairie Habitat Joint Venture Priority Areas of Saskatchewan.*

*Section IV. DU agrees to report in writing to the Commission if matching funds were obtained for the Commission's contribution and, if so, by whom and the amount to the match within six (6) months of the date funds are received by DU.*

*Section V. DU shall assure that funds are transferred as identified in items I and II above within six (6) months of the date funds are received by DU.*

The Commission received an invoice from DU for the \$70,000, a funding proposal, and an annual report that detailed the contributions obtained and how the funds were used. However, the Commission obtained no further documentation, such as financial monitoring reports or annual audits of DU, to ensure that the agreed-upon procedures were actually performed.

#### **Voyager Card Billings**

We tested one Voyager card billing of \$72,786 for the month of April 2016. Voyager card billings for the period July 1, 2015, through December 31, 2016, totaled \$1,362,487. A separate Voyager card is assigned to each Commission vehicle and used for the purchase of gas and maintenance-related items for that vehicle. The expenses are recorded on the monthly vehicle logs, and each division is responsible for ensuring that detailed receipts and invoices are on file to support the expenses. As of March 2017, the Commission had 825 vehicles in its fleet.

During testing, we noted that no one ensured the fuel, supplies, and other services charged to the Commission agreed to the vehicle logs and other supporting documentation, such as receipts or invoices, maintained by the Commission at the division level. Furthermore, the individual who processes the Voyager card billings did not submit the Voyager invoice to the divisions for their review to ensure that the charges incurred by the Commission were proper and reasonable. We were unable, therefore, to verify that the actual expenses charged were reasonable and necessary, as no individual verified that the expenses agreed to receipts, vehicle logs, or other supporting documentation maintained by the Commission.

Accordingly, we selected five billings from the invoice tested to compare to supporting documentation. For one of five billings, we noted a \$753 expense for "Labor." According to the vehicle log maintained by the division, tires were purchased for \$753. There was a credit card receipt to KD Quality Tire in Chadron, NE, for \$753; however, to support the payment, there was not a detailed receipt to ensure that tires were actually purchased or that the purchase was for the vehicle noted.



# NEBRASKA GAME AND PARKS COMMISSION

## COMMENTS AND RECOMMENDATIONS (Continued)

### 9. **Lack of Adequate Monitoring Procedures** (Continued)

#### Landowner Agreement

The Commission entered into an agreement with a landowner to restore and conserve habitats and biological resources in the State on private property. The landowner was paid to remove trees, to conduct prescribed burns, to spray tree trunks with herbicides, and to control evasive trees on the 420-acre property for 10 years. The agreement was for a total project cost of \$143,787, of which the Commission agreed to reimburse \$107,835.

We tested one \$51,818 payment to the landowner for clearing 210 acres. Despite no documentation of inspection by staff of the tree clearing prior to payment, the Commission program manager signed the invoice for payment. According to discussions with the program manager, his signature indicated that the work had been inspected. However, there was no written statement that an inspection was performed or documentation of when it was supposed to have taken place.

#### University of Nebraska

The Commission entered into a cooperative agreement with the University of Nebraska - Lincoln (UNL) for advanced funding of \$75,000 for the establishment and operation of the Nebraska Cooperative Fish and Wildlife Research Unit (Unit). The Commission provided funds to carry out the approved research projects on fishery and wildlife resources.

Per Section VI of the cooperative agreement, the Commission provided the \$75,000 for the following: "Basic operational expenses of the Unit (i.e., equipment and supply purchases, maintenance, travel of Unit personnel and students, student stipends, etc.)."

After the fiscal year ended, UNL provided from its own accounting system, a listing of actual expenses incurred for the Unit. The support totaled only \$68,218, and no further documentation was provided for the remaining \$6,782. During our examination, the Commission contacted UNL and was informed that the remaining amount was being carried forward for use in the following fiscal year. Furthermore, there was no detailed review of the expenditures to ensure that monies provided to the Unit were properly spent on operational expenses in accordance with the agreement.

Good internal controls require policies and procedures to ensure that contracts are monitored, and expenditures are reviewed prior to payment.

We recommend the Commission implement policies and procedures to ensure adequate monitoring is performed for contractual agreements, and Voyager card billings are reviewed and compared to supporting documentation prior to payment.

## NEBRASKA GAME AND PARKS COMMISSION

### COMMENTS AND RECOMMENDATIONS

(Continued)

#### 9. **Lack of Adequate Monitoring Procedures** (Concluded)

*Commission Response: The agency leverages its limited resources with a number of like-minded natural resource focused entities (public and private) to accomplish mutual goals to further the stewardship of the state's natural resources. While these partnerships are targeted at resource improvements and conducted by professionals, all parties need to ensure that the terms and conditions of the agreements are being adequately met and that those expectations are well documented. The agency will review its current processes and forms to ensure adequate review and documentation is kept current.*

*Voyager Card billings play an integral part in the analysis and documentation of approved vehicle use rates for several federal grants. The Budget and Fiscal division is initiating a system to more thoroughly and broadly distribute the billings to ALL divisions for their timely review. Analysis and interpretation of the billings will rest with the divisions assigned the respective units.*

#### 10. **Inadequate Monitoring of Permits and Park Buck Coupons**

The Commission sells several different permits, such as park entry permits and fishing and hunting permits. The permits are sold both internally (by the Commission at parks and the Central Office) and externally (by vendors who are considered external agents). There were 56 internal agents and 291 external agents during calendar year 2016. Monthly, the agents report permits sold and unused to the Commission's Central Office for tracking purposes, and annual audits are performed for each external agent at the end of the calendar year to ensure that all sold permit revenues were remitted. During our review of the permit book procedures, we noted the following:

- There was not an annual audit of the unused permit books to ensure that all permits were on file. The audit performed was done every other year. If an audit is not done at least annually, it would be more difficult to follow up on any discrepancies noted during the audit. A similar finding was noted in our previous attestation report.
- Refunds to external agents were not performed timely. According to the Commission, refunds were made approximately 1.5 years after the calendar year end. The Commission waits until the following calendar year permits are closed out and audited to issue the previous year's refunds.
- Two of 34 permit agents tested were internal agents (Branched Oak and the Omaha Service Center). During testing, we noted the following:
  - No final audit was performed on internal permit agents. The Commission did not deem it necessary because deposits were processed internally by the Commission.
  - The reconciliations for both internal agents were not completed until the APA requested them on May 24, 2017.

# NEBRASKA GAME AND PARKS COMMISSION

## COMMENTS AND RECOMMENDATIONS

(Continued)

### 10. Inadequate Monitoring of Permits and Park Buck Coupons (Continued)

- The unsold permits per the agent summary reports did not agree to the unsold permits per the electronic permit system. These two amounts should agree to each other. There was no documentation that the variances were researched to determine the accuracy of the amounts. We also noted that the reported permits sold did not agree to the final permits sold per the permit system. There was no documentation for why the variances existed. The dollar variance in permits sold was \$265.

Location	Agent Summary Reports	Permit System
Branched Oak	1,432 Unsold Permits	1,431 Unsold Permits
Omaha Service Center	313 Unsold Permits	311 Unsold Permits
Branched Oak	18,711 Permits Sold	18,719 Permits Sold
Omaha Service Center	1,776 Permits Sold	1,789 Permits Sold

- The Permit Agent Books Returned reports for external agents include areas for employees to sign when performing steps to ensure that the reconciliations were documented. For 2 of 32 external permit agents tested, the employee did not sign when adding the information to the database used to track unsold permits returned by the agents. A similar finding was noted in our previous attestation report.

The Commission also sells Park Bucks, which are distributed in coupon books containing five individual \$5 coupons, each with a unique identifying number. Park Bucks are sold to customers similar to gift certificates.

Park Buck coupon books kept at the various locations were not inventoried. Unused coupon books were retained by the parks and the Central Office did not verify that all previously issued Park Bucks had been sold prior to issuing new ones.

A spreadsheet was used to track the Park Buck coupon books given to each location. The spreadsheet also tracked sales and redemptions. When the coupons were sold or redeemed, the parks sent the supporting documentation to the Central Office with their daily deposits. However, it was noted that the Central Office did not always receive the support; therefore, the spreadsheet may not be accurate. During testing, we noted that the spreadsheet did not agree to the accounting system. There was a variance of \$3,771, which the Commission was unable to explain. A similar finding was noted in our previous attestation report.

	Sales	Redemptions	Change in Liability
Per Spreadsheet	\$68,090	\$34,075	\$34,015
Per Accounting System	\$68,743	\$38,499	\$30,244

A good internal control plan requires adequate policies and procedures to ensure that Park Buck coupons are adequately tracked and reconciled so that all monies due from their sale are properly recorded.

## NEBRASKA GAME AND PARKS COMMISSION

### COMMENTS AND RECOMMENDATIONS

(Continued)

#### 10. **Inadequate Monitoring of Permits and Park Buck Coupons** (Concluded)

Without such policies and procedures, there is an increased risk that monies due will not be collected. Without a timely and periodic inventory and reconciliation of unused permits and Park Buck coupons, there is an increased risk of loss, misuse, or theft of State funds, as the coupons may be issued without collecting the proper fee.

We recommend the Commission perform a timely and periodic inventory and reconciliation of unused permits, at least annually, and develop procedures to conduct a regular inventory of Park Buck coupon books to ensure assets are accounted for, confirm all books have been sold before issuing new Park Bucks, and reconcile the physical inventory to the accounting records. We also recommend the Commission complete timely reconciliations and audits for all permit agents and staff sign forms for control procedures performed.

*Commission Response: The use and nature of "Park Bucks" will be examined and a determination will be made in the near future whether or not to continue their use or to phase them out. An annual inventory of the unissued/unused "Park Bucks" is in fact completed as part of the CAFR process along with other merchandise on hand. The process of permit issuance, assignment and audit will be reviewed to determine if improvements in documentation and accountability can be achieved. The complexity of having two years of permits available (next years in November/December of the current year) at the same time will be taken into consideration.*

#### 11. **Commission-Owned Vehicles**

We tested five of nine divisions that were assigned Commission vehicles to ensure that procedures were performed to monitor vehicle utilization. We noted that the Parks division did not have documented procedures or a mechanism for ensuring that the usage of all vehicles assigned to the division was reasonable and necessary.

The Parks division had 441 vehicles as of March 3, 2017, per the capital asset records in the State's accounting system. This was over half of the 825 vehicles maintained by the Commission. According to its administrator, the Parks division is in charge of 77 separate areas across the State, and determining how many vehicles are needed at each location is difficult due to the difference in size and scope of the various park areas. The division was unable to provide any supporting documentation that the number of vehicles assigned to it was reasonable or how each vehicle was utilized.

Additionally, the Commission did not have agency-wide policies and procedures requiring vehicle usage to be monitored and documented, leaving such oversight instead to each division. Prior to purchasing new vehicles, the Commission failed to perform agency-wide reviews to ensure that under-utilized vehicles were properly moved to other divisions needing their own means of transportation.

## NEBRASKA GAME AND PARKS COMMISSION

### COMMENTS AND RECOMMENDATIONS (Continued)

#### 11. Commission-Owned Vehicles (Concluded)

We also tested six vehicle logs from four divisions and noted the following issues:

- Five logs did not have the division signature indicating that the log had been reviewed.
- For one log, the area supervisor did not sign the log and, for another log, the area supervisor signed his own log.
- For two logs, the operator did not note the start and stop times of each trip taken, and the driver did not sign the log as required. One of the two logs also did not include the activities being performed.
- For two logs, the starting and stopping points listed were not specific enough to allow for a recalculation of the mileage in order to ensure that the trips were reasonable.

Good internal controls require policies and procedures to ensure that the usage of all vehicles maintained by the Commission is reasonable and necessary. A similar finding was noted in our previous attestation report.

Without such policies and procedures, there is an increased risk that unnecessary vehicles will be maintained by a division, and new vehicles will be needlessly purchased for other divisions. Furthermore, when vehicle logs are not completed properly, there is an increased risk for misuse of State vehicles.

We recommend the Commission establish policies and procedures for the tracking and review of vehicle utilization. Furthermore, we recommend vehicle logs be completed and reviewed by supervisory staff.

*Commission Response: The agency has a diverse set of needs when it comes to vehicles. There are vehicles that are used for specific purposes (e.g. fish stocking trucks, firefighting pumper units, large equipment trailer hauling) and some that fit for multi-purpose functions, person and equipment transport to work sites, as well as safety and enforcement needs. Some vehicles are used locally, within a park setting, and many are used regional or statewide. Since the uses and needs vary greatly the agency has determined that the responsible divisions are in the best position to determine their needs. Certainly the agency adheres to statewide policies of monthly vehicle log use, recording and reporting, however, as it was determined, we apparently need to improve our monitoring and reconciliation methods. The new processes related to Voyager card billing review and the need for enhanced tracking for federal grant reimbursement should assist in elevating the importance of this process.*

NEBRASKA GAME AND PARKS COMMISSION

**COMMENTS AND RECOMMENDATIONS**  
(Continued)

**12. Construction in Progress and Other Errors in the Accounting System**

During testing of expenditures, we noted that the Commission did not properly record construction in progress (CIP) in the accounting system. The Commission recorded CIP as operating expenses instead of as capital outlay to account 587500. The Department of Administrative Services' "State Accounting Policies" states the following:

***Construction in Progress:** (use when there are multiple progress payments) For large projects (new construction, building additions, or building improvements), with multiple progress payments, the payments should be coded to 587500 – Construction In Progress.*

During testing of expenditures, we noted that 2 of 26 documents were not properly recorded as CIP:

<b>Project</b>	<b>Contract Amount</b>	<b>Amount Tested</b>
Ponca State Park aquatic facility construction	\$2,379,249	\$374,287
Wildcat Hills SRA outdoor heritage complex	\$1,356,333	\$499,757
<b>Total</b>	<b>\$3,735,582</b>	<b>\$874,044</b>

Due to the errors noted, we worked with the Commission to review the general ledger for the period July 1, 2015, through December 31, 2016, to determine whether other miscodings had occurred. In doing so, we found a total of \$5,523,808 that should have been recorded as CIP in the accounting system. The financial schedule was adjusted for the error.

We also noted that the Commission overstated expenditures and revenues in the State Park Cash Revolving Fund by \$62,011 for the period July 1, 2015, through December 21, 2016. Credit card receipts do not clear the same day as the sale is made. When accounting for the timing difference, the Commission recorded a cash shortage (expenditure) in the accounting system. When the receipt was subsequently received, a cash long (revenue) was recorded. These were not actual expenditures or revenues; therefore, the transactions overstated the activity in the accounting system.

A good internal control plan requires adequate policies and procedures to ensure that transactions are accurately recorded in the accounting system. Without such policies and procedures, the financial schedule could be materially misstated.

We recommend the Commission establish adequate policies and procedures to ensure that transactions are properly recorded in the accounting system for accurate financial schedule presentation.

*Commission Response: The agency met with State Accounting Division personnel to discuss this ongoing practice, and as identified, some corrections were made. Based on that discussion and anticipated future dialogues a consensus of definitions and methodologies will be further developed to ensure that the appropriate coding is followed in the future.*

## NEBRASKA GAME AND PARKS COMMISSION

### COMMENTS AND RECOMMENDATIONS

(Continued)

#### 13. Controls Over Ammunition Supplies

During testing of expenditures, we noted that three divisions, Law Enforcement, Communications, and Wildlife, purchased and used firearm ammunition. No ammunition inventory records were kept by the divisions, and there was no periodic independent inventory of ammunition or monitoring of ammunition purchases by management to identify unusual patterns of ammunition usage. The following was noted for each division regarding its ammunition supplies:

- The Law Enforcement division purchased ammunition primarily for officer firearm qualifications. According to the Commission, during the period July 1, 2015, through December 31, 2016, approximately 83,000 rounds of ammunition were purchased at a cost of \$24,262.
- The Communications division purchased ammunition for the Nebraska Outdoor Education Center (Center) and the Hunter Education/Outreach Programs (Programs).
  - When ammunition was used at the Center, a check-out form was completed to document who received the ammunition, the quantity, and the date.
  - The Programs did not monitor usage via a form. According to the Commission, staff inventoried ammunition annually to determine the Programs' needs; however, the inventory was not documented.
  - According to the division, \$7,021 in ammunition was purchased for the Center and Programs for the period July 1, 2015, through December 31, 2016.
- The Wildlife division made ammunition purchases in small quantities, as needed to address depredation or nuisance animal calls throughout the year. The division had 21 locations that used ammunition, and purchases were made by the biologists at each location and stored in locked safes. An inventory was taken by the individual biologist to determine supply levels each time the ammunition was accessed. According to the division, \$8,500 in ammunition was purchased for the period July 1, 2015, through December 31, 2016.

A good internal control plan requires policies and procedures for the effective monitoring of ammunition supplies. To ensure that the supplies on hand are reasonable and necessary, such policies and procedures should include not only the tracking of purchases and usage but also the performance of periodic inventories by personnel other than those authorized to use the ammunition. Without such policies and procedures, there is an increased risk of loss or misuse of State funds.

We recommend the Commission establish policies and procedures for the effective monitoring of ammunition supplies, so improper use can be identified in a timely manner.

# NEBRASKA GAME AND PARKS COMMISSION

## COMMENTS AND RECOMMENDATIONS (Continued)

### 13. Controls Over Ammunition Supplies (Concluded)

*Commission Response: Certainly the agency recognizes the unique nature of guns and ammunition and the need to properly account for their whereabouts and usage and believes it is accounting for same in a professional and responsible manner. That said, the agency will examine the current processes to determine whether changes are warranted to further safeguard these resources. All divisions that have the need to utilize firearms and ammunitions will be brought in to the process review to ensure any unique location/situations are accounted for.*

### 14. Travel Testing

During testing of eight travel-related expenditures, we noted the following:

- Hotel accommodations were paid by the Commission for the Missouri River Outdoor Exposition. Several Commission staff attended the exposition. One individual listed on the hotel billing had five nights charged; however, according to the Commission, he stayed only three nights. The extra two nights appear to have been an error, but this was not caught by the Commission during payment. The Commission was overcharged \$83 per night, or \$166, for the two nights.
- One individual stayed in several Nebraska hotels during his required travel and incurred State taxes of \$36. If the Commission had direct billed for the lodging, the taxes would not have been incurred. The Department of Administrative Services' "State Accounting Manual," Policies – AM-005, Travel Policies, Section 4, "Lodging," contains the following:

*Sales to the State of Nebraska and its agencies are exempt from Nebraska sales, use and lodging tax. Therefore, if in-state lodging expenses are directly billed to the agency, the agency should present a completed copy of Form 13 (Nebraska Resale or Exempt Sale Certificate) to the lodging establishment.*

- For four expenditures tested, the Director did not sign and approve the travel request form for out-of-state travel or for flights, as required by Commission policies. A similar finding was noted in the previous attestation report.

Expenditure	Amount Per Travel Request Form	Approved By
1	\$2,727	Deputy Director ( <b>Note 1</b> )
2	\$800	Deputy Director
3	\$700	Deputy Director
4	\$533	Deputy Director

**Note 1:** Reimbursement was for three individuals.

The Commission's Expense Voucher Reimbursement Guidelines/Procedures, Section 2, "Out-of-State Travel Process," states, "Employee/Division completes an Out-of-State Travel Request Form. The Director approves and returns the form to the employee/division."



# NEBRASKA GAME AND PARKS COMMISSION

## COMMENTS AND RECOMMENDATIONS

(Continued)

### 14. **Travel Testing** (Concluded)

The Commission's Expense Voucher Reimbursement Guidelines/Procedure, Section 3, "Transportation," states, "Air travel must be approved by the Director . . . ."

Also, during testing of 26 expenditure documents, we noted that one document tested lacked supporting documentation for travel expenditures related to a consultant contract. The Commission reimbursed a consultant for travel related to the Venture Park project. The contract with the consultant stated that work-related travel expenditures will be reimbursed; however, \$502 in travel expenditures were reimbursed without supporting documentation that the expenses were actually incurred. The \$502 was for four individuals' meals, but the amounts claimed appeared to be per diems, and no detailed receipts were provided. The per diems ranged from \$48 to \$61 per day.

Section 6, Assumption #3, of the contract with the consultant says the following:

*Travel is assumed within this Task Order . . . . Travel expenses will only be billed as charged with the expense cap developed based upon these assumptions. CHMGS has used GSA per diem estimates for lodging and food and all other costs will be billed as direct based upon allowable costs as identified by NGPC.*

Good internal controls require policies and procedures to ensure that all reimbursements are accurate, reasonable, necessary, and for actual expenses. Furthermore, good internal controls require procedures to ensure adherence to State and internal policies.

When expenditures are not reviewed in detail prior to payment, there is an increased risk for improper payments. Furthermore, payment of unnecessary taxes is a waste of State funds. Lastly, when expenditures do not go through the proper approvals, in accordance with Commission policies, there is an increased risk for misuse of funds.

We recommend the Commission establish policies and procedures to ensure expenditures are both proper and adequately supported prior to payment. Such policies and procedures should also ensure unnecessary taxes are not paid in compliance with State regulations, and Commission policies requiring director approval of travel expenditures are followed.

*Commission Response: As identified during the exit conference by the representative from DAS Accounting (Curtis Youngman), not all hotel/motels allow for direct billing and when an individual pays for lodging direct, the hotel/motel has the right to honor the state's tax exempt status or not. It has been the practice of State to cover this expense if an employee is forced to pay. The agency's policies and forms will be reviewed and adjusted to more clearly identify that the Director's approval or **their designees** (e.g. deputy director) is permissible.*

## NEBRASKA GAME AND PARKS COMMISSION

### COMMENTS AND RECOMMENDATIONS

(Continued)

#### 15. Revenue Issues

During testing of revenue transactions processed by the Commission, we noted the following issues:

- There was no concession lease agreement or vending permit agreement for one concession vendor at Lake McConaughy for the period of April 11, 2014, through July 14, 2015. A concession lease agreement and a vending permit agreement are needed to ensure the proper collection of rental receipts. For the receipt tested, the commission received 5% of sales. It is unknown if this was the agreed-upon rate, as there was no documentary support of any such agreement.
- We tested 60 park fees and compared the fee approved by the Commission to the final fee schedule and noted that four rates did not agree. It is unknown if the proper rate was charged, but the fee schedule was not updated. We did not note any improper fees charged during our testing of receipt transactions.
- For all 180 cabin leases that run from May 2015 through April 2020, the percentage increase was calculated incorrectly. The Commission attempted to calculate the increase using the cost of living increase; however, the calculation was not proper, causing a total loss of \$3,370 over the five years.

A good internal control plan includes policies and procedures to ensure that fee schedules are accurate, concession agreements are on file, and rates charged are calculated correctly.

Without a signed lease agreement or vending permit agreement on file, the State may be unable to collect proper rental revenues from vendors. When fee schedules are inaccurate, or fees are not calculated properly, there is an increased risk that incorrect fees will be charged, resulting in a loss of funds.

We recommend the Commission implement policies and procedures to ensure the following: 1) a current, signed copy of each vendor agreement is on file; 2) a complete, detailed listing of park fees is maintained and periodically updated for all approved changes; and 3) cabin lease agreement amounts are verified as being proper.

*Commission Response: The Parks Division is in the process of reviewing all of its leases to ensure uniformity and compliance. Change in personnel and a period of vacancy during transition lead to some inconsistencies and less than satisfactory monitoring. This is being corrected.*

#### 16. Agreement Between Commission and Niobrara Council

The Niobrara Council (Council) is a separate legal entity created pursuant to Neb. Rev. Stat. § 72-2007 (Cum. Supp. 2016). Comprised of 16 members, the Council is statutorily authorized to perform management functions related to the Niobrara scenic river corridor. The Commission

## NEBRASKA GAME AND PARKS COMMISSION

### COMMENTS AND RECOMMENDATIONS

(Continued)

#### 16. **Agreement Between Commission and Niobrara Council** (Concluded)

provides the Council, upon request, with administrative support and serves as its budgetary conduit for State appropriations and Federal grants. Additionally, the Council requests reimbursement from the Commission for its monthly expenditures.

In July 2000, the Commission and the Council entered into a cooperative agreement outlining the responsibilities of each party regarding the proper handling of Council funds. That agreement has never been revised. During our review of the agreement, we noted several provisions that appear to be outdated, as the parties no longer adhere to the processes specified therein:

- The agreement requires the Council to provide the Commission with quarterly financial statements by the 15<sup>th</sup> day of the month following the end of the report period. For support, those statements are to include copies of all invoices and the monthly bank statements. However, the Commission did not receive either the invoices or the bank statements, which had to be requested from the Council during the APA's examination.
- Furthermore, the agreement also directs the Council to have an annual independent audit conducted and the results to be provided to the Commission. However, the Council no longer receives an annual independent audit.

A good internal control plan requires strict adherence to the terms of a cooperative agreement. Otherwise, that agreement should be amended to contain only provisions with which both parties are able and willing to comply.

We recommend the Commission and the Council either adhere strictly to the current terms of their cooperative agreement or amend that agreement with new provisions with which both parties are capable of complying.

*Commission Response: The agency will be working with the Council to update/modify the agreement to more accurately reflect the intended responsibilities of each entity. It is anticipated that this will be complete by the end of 2017.*

#### 17. **Niobrara Council Lack of Support for Expenditures**

The Commission provides the Niobrara Council (Council), upon request, with administrative support, including accounting services, and serves as its budgetary conduit for State appropriations and Federal grants. Additionally, the Council requests reimbursement from the Commission for its monthly expenditures. For four of nine Council expenditures tested, however, we noted a lack of supporting documentation, as follows:

- For one employee tested, the State income tax was withheld at married with one exemption, while the Federal income tax was withheld at married with no exemptions in agreement with the W-4 form on file. According to the Nebraska Department of Revenue, 2013 Circular EN: "The marital status and number of allowances must be the same for Nebraska as for federal."

## NEBRASKA GAME AND PARKS COMMISSION

### COMMENTS AND RECOMMENDATIONS

(Continued)

#### 17. **Niobrara Council Lack of Support for Expenditures** (Concluded)

- We also noted compensatory time was not calculated correctly for the employee. The employee worked nine hours of overtime during the week of June 26, 2016, through July 1, 2016, but did not receive the compensatory time.
- We reviewed the Council's legal services billings for May and June of 2016 and noted that the rates charged were \$130 per hour and \$500 per Council meeting. The Council did not have a contractual agreement with the law firm to support those rates, nor was there documentation in the meeting minutes or elsewhere that the Council had ever approved them. The Council paid the law firm approximately \$19,500 between July 1, 2015, and December 31, 2016.
- The Council obtained plumbing services from a single vendor for permanent and portable toilets at several locations along the Niobrara River. From July 1, 2015, through December 31, 2016, the Council paid this vendor \$25,103. There was no contract with the vendor for the services and no documentation in the meeting minutes or elsewhere that the Council had approved the services or the rates charged. According to Council staff, the plumbing services were informally bid in 2011; however, no documentation of the bidding process was provided.
- We noted that one Council member was over-reimbursed \$74 due to two errors in a mileage calculation. Mileage was under-reimbursed for one meeting and included for another meeting when the Council member was not present. Furthermore, we noted that the expense reimbursement document had an area for the employee's signature, the supervisor's signature, and the Council officer's signature, none of which were signed.

A good internal control plan requires policies and procedures to ensure that adequate supporting documentation is on file for all Council payments that are reimbursed by the Commission. Without such policies and procedures, there is an increased risk for errors and abuse to occur or for improper reimbursements to be made.

We recommend the Commission implement policies and procedures to ensure that adequate documentation is maintained to support all reimbursements of Council expenditures.

*Commission Response: The specific items identified have all been addressed and rectified by the Council. It is anticipated that the revised agreement (#16 above) will assist in clarifying roles and responsibilities of the Council in these matters.*

#### 18. **Expired Warrants**

Neb. Rev. Stat. § 77-2205 (Reissue 2009) states that State warrants not cashed by the recipient within a year will expire, and the amount of the warrant will be deposited into the State's General Fund. If warrants are issued from trust or Federal funds, the Commission should void these warrants prior to the expiration to ensure that they are not deposited to the General Fund since they are not monies of the State.

# NEBRASKA GAME AND PARKS COMMISSION

## COMMENTS AND RECOMMENDATIONS

(Continued)

### 18. **Expired Warrants** (Concluded)

During our review of the Commission's expired warrants for the period July 1, 2015, through December 31, 2016, we noted that two warrants issued from Federal funds, in the amounts of \$147 and \$47, were not voided by the Commission before one year had lapsed and were subsequently deposited to the General Fund. According to 2 CFR § 200.343(b), (January 2016):

*Unless the Federal awarding agency or pass-through entity authorizes an extension, a non-Federal entity must liquidate all obligations incurred under the Federal award not later than 90 calendar days after the end date of the period of performance as specified in the terms and conditions of the Federal award.*

When warrants paid from Federal funds are not voided before they expire, the Federal funds will be deposited into the State's General Fund, preventing the Federal obligation from being liquidated in accordance with Federal regulations.

Furthermore, it should be noted that the Commission expends Federal funds from several of its cash funds (see Comment #8). According to the expired warrants obtained from the accounting system for the period tested, \$2,387 in expired warrants was paid from cash funds. Thus, there could be other warrants related to Federal grants that were paid out of the Commission's cash funds, which the Commission may not have voided prior to expiration.

We recommend the Commission ensure all warrants paid from Federal grants are voided prior to expiration to prevent Federal monies from being deposited, contrary to Federal regulations, into the State's General Fund.

*Commission Response: This matter has been discussed with State Accounting Division personnel and a new process of prioritizing the process within the agency is being implemented.*

### 19. **Legal Review of Contracts**

During testing of 15 contracts, we noted that 5 lacked documentation of having been reviewed by legal counsel prior to being signed. The values of the five contracts ranged from \$11,978 to \$496,790, for a total of \$714,896.

The Commission used standard templates for several projects. We noted the standard templates used by the Wildlife division were last reviewed and approved by legal counsel on May 30, 2013, over three years ago. The other templates used were last reviewed and approved on November 16, 2012, over four years ago. A similar finding was noted in our previous attestation report.

A good internal control plan requires contracts to be reviewed by legal counsel to ensure compliance with applicable laws and regulations, as well as to ensure that the best interest of the State is being served.

NEBRASKA GAME AND PARKS COMMISSION

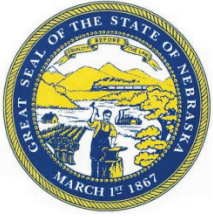
**COMMENTS AND RECOMMENDATIONS**

(Concluded)

**19. Legal Review of Contracts** (Concluded)

We recommend the Commission ensure reviews by legal counsel are performed annually on contract templates to verify that all necessary compliance requirements have been met.

*Commission Response: The agency is reviewing the current practices of legal review and determining a reasonable solution to improve the timeliness and scope of future reviews. We have limited capacity with only one Assistant Attorney General that covers all legal work and representation for the agency.*



## NEBRASKA AUDITOR OF PUBLIC ACCOUNTS

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State Auditor

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### NEBRASKA GAME AND PARKS COMMISSION

#### INDEPENDENT ACCOUNTANT'S REPORT

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 period July 1, 2015, through December 31, 2016. The Nebraska Game and Parks Commission's management is responsible for the Schedule of Revenues, Expenditures, and Changes in Fund Balances based on the accounting system and procedures set forth in Note 1. Our responsibility is to express an opinion on the Schedule of Revenues, Expenditures, and Changes in Fund Balances 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. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the Schedule of Revenues, Expenditures, and Changes in Fund Balances is based on the accounting system and procedures set forth in Note 1, in all material respects. An examination involves performing procedures to obtain evidence about the Schedule of Revenues, Expenditures, and Changes in Fund Balances. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material misstatement of the Schedule of Revenues, Expenditures, and Changes in Fund Balances, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

In our opinion, the Schedule of Revenues, Expenditures, and Changes in Fund Balances for the period July 1, 2015, through December 31, 2016, is based on the accounting system and procedures prescribed by the State of Nebraska's Director of the Department of Administrative Services, as set forth in Note 1, in all material respects.

In accordance with *Government Auditing Standards*, we are required to report findings of significant deficiencies and material weaknesses in internal control; instances of fraud and noncompliance with provisions of laws or regulations that have a material effect on the subject matter or an assertion about the subject matter and any other instances that warrant the attention of those charged with governance; noncompliance with provisions of contracts or grant agreements that has a material effect on the subject matter or an assertion about the subject matter of the examination engagement; and abuse that has a material effect on the subject matter or an assertion about the subject matter of the examination engagement. We are also required to obtain the views of management on those matters. We performed our examination to express an opinion on whether the Schedule of Revenues, Expenditures, and Changes in Fund Balances is presented in accordance with the criteria described above and not for the purpose of expressing an opinion on the internal control over the Schedule of Revenues, Expenditures, and Changes in Fund Balances or on compliance and other matters; accordingly, we express no such opinions. Our examination disclosed certain findings that are required to be reported under *Government Auditing Standards*, and those findings, along with the views of management, are described in the Comments Section of the report.

This report is intended solely for the information and use of management, the Nebraska Game and Parks Commission, others within the Commission, and the appropriate Federal and regulatory agencies, and it is not intended to be, and should not be, used by anyone other than these specified parties. However, this report is a matter of public record, and its distribution is not limited.

A handwritten signature in black ink, appearing to read 'C. J. Janssen', with a long horizontal flourish extending to the right.

Charlie Janssen  
Auditor of Public Accounts  
Lincoln, Nebraska

July 10, 2017



**NEBRASKA GAME AND PARKS COMMISSION**  
**SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES**  
For the Period July 1, 2015, through December 31, 2016

	Game & Parks Commission General Fund 10000	Game & Parks Commission Cash Funds	Game & Parks Commission Federal Funds	Totals (Memorandum Only)	Niobrara Council General Fund 10000	Niobrara Council Fund 23420	Niobrara Council Federal Fund 43340	Totals (Memorandum Only)
<b>REVENUES:</b>								
Appropriations	\$ 17,703,718	\$ -	\$ -	\$ 17,703,718	\$ 65,178	\$ -	\$ -	\$ 65,178
Taxes	-	9,018,065	-	9,018,065	-	-	-	-
Intergovernmental	-	4,432,152	29,812,870	34,245,022	-	10,376	163,950	174,326
Sales & Charges	1,449	46,975,113	2,176	46,978,738	-	-	-	-
Miscellaneous	264	27,587,223	178,804	27,766,291	-	1,406	-	1,406
<b>TOTAL REVENUES</b>	<b>17,705,431</b>	<b>88,012,553</b>	<b>29,993,850</b>	<b>135,711,834</b>	<b>65,178</b>	<b>11,782</b>	<b>163,950</b>	<b>240,910</b>
<b>EXPENDITURES:</b>								
Personal Services	14,840,468	33,641,856	9,180,402	\$ 57,662,726	-	-	-	-
Operating	2,371,989	34,979,731	9,802,137	47,153,857	-	-	-	-
Travel	187,545	398,831	167,091	753,467	-	-	-	-
Capital Outlay	284,463	10,284,629	2,488,709	13,057,801	-	-	-	-
Government Aid (Note 6)	10,000	4,268,776	8,137,170	12,415,946	65,178	10,376	199,561	275,115
<b>TOTAL EXPENDITURES</b>	<b>17,694,465</b>	<b>83,573,823</b>	<b>29,775,509</b>	<b>131,043,797</b>	<b>65,178</b>	<b>10,376</b>	<b>199,561</b>	<b>275,115</b>
Excess (Deficiency) of Revenues Over (Under) Expenditures	10,966	4,438,730	218,341	4,668,037	-	1,406	(35,611)	(34,205)
<b>OTHER FINANCING SOURCES (USES):</b>								
Sales of Assets	42,480	558,613	8	601,101	-	-	-	-
Adjustment to Fund Balance	(5,659)	648,715	(643,056)	-	-	-	-	-
Deposit to General Fund	(47,840)	-	-	(47,840)	-	-	-	-
Operating Transfers In	-	2,441,976	-	2,441,976	-	33,274	-	33,274
Operating Transfers Out	-	(136,372)	-	(136,372)	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>(11,019)</b>	<b>3,512,932</b>	<b>(643,048)</b>	<b>2,858,865</b>	<b>-</b>	<b>33,274</b>	<b>-</b>	<b>33,274</b>
Net Change in Fund Balances	(53)	7,951,662	(424,707)	7,526,902	-	34,680	(35,611)	(931)
<b>FUND BALANCES, JULY 1, 2015</b>	<b>(20,627)</b>	<b>69,544,413</b>	<b>1,539,528</b>	<b>71,063,314</b>	<b>-</b>	<b>27,894</b>	<b>213,889</b>	<b>241,783</b>
<b>FUND BALANCES, DECEMBER 31, 2016</b>	<b>\$ (20,680)</b>	<b>\$ 77,496,075</b>	<b>\$ 1,114,821</b>	<b>\$ 78,590,216</b>	<b>\$ -</b>	<b>\$ 62,574</b>	<b>\$ 178,278</b>	<b>\$ 240,852</b>
<b>FUND BALANCES CONSIST OF:</b>								
General Cash	\$ -	\$ 77,633,943	\$ 1,387,133	\$ 79,021,076	\$ -	\$ 62,574	\$ 178,278	\$ 240,852
Petty Cash	-	39,360	-	39,360	-	-	-	-
NSF Items	-	134	-	134	-	-	-	-
Deposits with Vendors	-	23,062	-	23,062	-	-	-	-
Accounts Receivable Invoiced	-	3,683	-	3,683	-	-	-	-
Due From Other Funds	-	136,400	-	136,400	-	-	-	-
Due From Other Government	-	(700)	-	(700)	-	-	-	-
Due to Vendors	-	(75,206)	(135,912)	(211,118)	-	-	-	-
Due to Fund	(20,680)	(205,515)	(136,400)	(362,595)	-	-	-	-
Due to Government	-	(59,086)	-	(59,086)	-	-	-	-
<b>TOTAL FUND BALANCES</b>	<b>\$ (20,680)</b>	<b>\$ 77,496,075</b>	<b>\$ 1,114,821</b>	<b>\$ 78,590,216</b>	<b>\$ -</b>	<b>\$ 62,574</b>	<b>\$ 178,278</b>	<b>\$ 240,852</b>

The accompanying notes are an integral part of the schedule.

# NEBRASKA GAME AND PARKS COMMISSION

## NOTES TO THE SCHEDULE

For the Period July 1, 2015, through December 31, 2016

### 1. Criteria

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

Per Neb. Rev. Stat. § 81-1107(2) (Reissue 2014), the duties of DAS include the following:

*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[.]*

In accordance with Neb. Rev. Stat. § 81-1111(1) (Reissue 2014), the State Accounting Administrator has prescribed the system of accounts and accounting to be maintained by the State and its departments and agencies and has developed necessary accounting policies and procedures. The prescribed accounting system currently utilizes EnterpriseOne, an accounting resource software, to maintain the general ledger and all detailed accounting records. Policies and procedures are detailed in the Nebraska State Accounting Manual published by DAS State Accounting Division (State Accounting) and are available to the public.

The financial information used to prepare the Schedule of Revenues, Expenditures, and Changes in Fund Balances was obtained directly from the general ledger and fund balance information maintained on EnterpriseOne. EnterpriseOne is not an accrual accounting system; instead, accounts are maintained on a modified cash basis. As revenue transactions occur, the agencies record the accounts receivable and related revenues in the general ledger. As such, certain revenues are recorded when earned, regardless of the timing of related cash flows. State Accounting does not require the Commission to record all accounts receivable and related revenues in EnterpriseOne; as such, the Commission's schedule does not include all accounts receivable and related revenues. In a like manner, expenditures and related accounts payable are recorded in the general ledger as transactions occur. As such, the schedule includes those expenditures and related accounts payable posted in the general ledger as of December 31, 2016, and not yet paid as of that date. The amount recorded as expenditures on the schedule, as of December 31, 2016, **does not** include amounts for goods and services received before December 31, 2016, which had not been posted to the general ledger as of December 31, 2016.

Other liabilities are recorded in accounts entitled Due to Fund, and Due to Government for the Commission. 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.

The Commission had accounts receivable at December 31, 2016, recorded on the schedule. Liabilities for accrued payroll and compensated absences are not recorded in the general ledger.

NEBRASKA GAME AND PARKS COMMISSION

NOTES TO THE SCHEDULE

(Continued)

1. **Criteria** (Continued)

The following fund types are established by the State and used by the Commission:

**10000 – General Fund** – accounts for activities funded by general tax dollars and related expenditures and transfers.

**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.

**40000 – Federal Funds** – account for the financial activities related to the receipt and disbursement of funds generated from the Federal government as a result of grants and contracts. Expenditures must be made in accordance with applicable Federal requirements.

The following major revenue account classifications are established by State Accounting and used by the Commission:

**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 consist of taxes for motorboat and ATV/UTV registrations in accordance with Neb. Rev. Stat. § 77-27,132(2)(a) and cigarette taxes in accordance with Neb. Rev. Stat. § 77-2602.

**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, concession revenue, fines and forfeitures, donations and contributions, etc.

The following major expenditure account classifications are established by State Accounting and used by the Commission:

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

NEBRASKA GAME AND PARKS COMMISSION

**NOTES TO THE SCHEDULE**  
(Continued)

**1. Criteria** (Concluded)

**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 that 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.

**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 accounting classifications and procedures established by State Accounting and used by the Commission include:

**Assets** – Resources owned or held by a government that have monetary value. Assets include cash accounts, deposits with vendors, receivable accounts, due from other funds, and due from other government. Accounts receivable are recorded as an increase to revenues resulting in 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 in the general ledger.

**Liabilities** – Legal obligations arising out of transactions in the past that must be liquidated, renewed, or refunded at some future date. Accounts payable transactions are recorded as expenditures, resulting in a decrease to fund balance. Other liabilities recorded in the general ledger for the Commission’s funds at December 31, 2016, included amounts recorded in Due to Fund, and Due to Government. The activity of these accounts is not recorded through revenue and expenditure accounts on the Schedule of Revenues, Expenditures, and Changes in Fund Balances.

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

**2. Reporting Entity**

The 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 included in the general ledger, except for the funds of the Nebraska Environmental Trust Board. The Commission is part of the primary government for the State of Nebraska.

# NEBRASKA GAME AND PARKS COMMISSION

## NOTES TO THE SCHEDULE (Continued)

### 2. **Reporting Entity** (Concluded)

#### Nebraska Environmental Trust Board

In 1992, the Legislature established the Nebraska Environmental Trust Board (Board) for the purpose of conserving, enhancing, and restoring the natural, physical, and biological environment of the State. The Nebraska Environmental Trust Board administers funds to support short and long-term environmental goals and attempts to provide funding for proposals relating to habitat, surface and ground water, waste management, air quality, and soil management.

For administrative purposes only, the Board is a part of the Commission. Per Neb. Rev. Stat. § 81-15,170 (Reissue 2014), the Commission provides administrative support, including, but not limited to, payroll and accounting functions, to the Board. All of the funds of the Board are established by the State of Nebraska's Director of the Department of Administrative Services under the Commission. As the Board's funds are under the control of the Board, all funds of the Board are excluded from the Commission's Schedule of Revenues, Expenditures, and Fund Balances for the period July 1, 2015, through December 31, 2016. A separate report on the Board's Schedule of Revenues, Expenditures, and Changes in Fund Balances for the period July 1, 2015, through December 31, 2016 was issued.

#### Niobrara Council

The Niobrara Council (Council) is a separate legal entity established by State statute and is a non-profit entity governed by a separate Council. It was given authority to perform management functions related to the Niobrara scenic river corridor. The Commission provides administrative support, as requested, and serves as the budgetary conduit for State appropriations. For administrative purposes only, the State of Nebraska's Director of the Department of Administrative Services records all financial activity of the Council in EnterpriseOne (E1), the State's accounting system, under the Commission's funds.

Despite the way in which its financial activity is recorded in E1, the Council is a separate legal entity that exercises independent fiscal management. Consequently, all funds of the Council are identified separately on the Commission's Schedule of Revenues, Expenditures, and Changes in Fund Balances for the period July 1, 2015, through December 31, 2016.

#### Foundations

The Nebraska Game & Parks Foundation and the Friends of Arbor Lodge Foundation, Inc. are separate legal entities and provide benefits to the Commission. The activity and the fund balances of these foundations are not included in the Commission's Schedule of Revenues, Expenditures, and Changes in Fund Balances for the period July 1, 2015, through December 31, 2016.

# NEBRASKA GAME AND PARKS COMMISSION

## NOTES TO THE SCHEDULE (Continued)

### 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.

### 4. General Cash

General cash accounts are under the control of the State Treasurer or other administrative bodies, as determined by law. All cash deposited with the State Treasurer is initially maintained in a pooled cash account. On a daily basis, the State Treasurer invests cash not needed for current operations with the State’s Investment Council, which maintains an operating investment pool for such investments. Interest earned on those investments is allocated to funds based on their percentage of the investment pool.

### 5. Capital Assets

Capital assets include land, buildings, equipment, improvements to buildings, construction in progress, and infrastructure assets (e.g., roads, bridges, sidewalks, and similar items). Under State Accounting policies, expenditures for such capital assets are not capitalized as an asset in the funds used to acquire or construct them. Rather, costs of obtaining the capital assets are reflected as expenditures in the general ledger and are reported as such on the Schedule.

However, State Accounting does adjust such expenditures and reports the capital assets as assets for the State of Nebraska in the Comprehensive Annual Financial Report (CAFR). In addition, the Commission takes an annual inventory, recording in the State Accounting System all equipment that has a cost of \$1,500 or more at the date of acquisition.

For the CAFR, the State requires the Commission to value 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 \$5,000 or more at the date of acquisition and has an expected useful life of more than one year is capitalized. Substantially, all initial building costs, land, and land improvements are capitalized. Building improvements and renovations 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 are 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 the asset’s life is not capitalized.

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

Buildings: 40 years  
Equipment: 3 to 10 years  
Livestock: 5 years

NEBRASKA GAME AND PARKS COMMISSION

**NOTES TO THE SCHEDULE**  
(Continued)

**5. Capital Assets** (Concluded)

Capital asset activity of the Commission recorded in the State Accounting System for the period July 1, 2015, through December 31, 2016, was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Capital Assets				
Buildings	\$ 73,964,404	\$ 6,338,223	\$ -	\$ 80,302,627
Equipment	41,486,314	5,488,403	2,464,966	44,509,751
Livestock	199,532	32,855	32,975	199,412
Land	54,640,726	1,096,432	-	55,737,158
Total	<u>\$ 170,290,976</u>	<u>\$ 12,955,913</u>	<u>\$ 2,497,941</u>	<u>\$ 180,748,948</u>
Less accumulated depreciation for (Note):				
Buildings				\$ 39,636,075
Equipment				33,536,214
Livestock				154,643
Total				<u>\$ 73,326,932</u>
Total capital assets, net of depreciation				<u>\$ 107,422,016</u>

*Note: The accumulated depreciation noted in the table above was calculated in the accounting system through November 30, 2016. Depreciation for December 2016 was not run in the accounting system until after the end of calendar year 2016.*

**6. Niobrara Council Reclassification**

As discussed in Note 2, the Niobrara Council (Council) is a separate legal entity; however, for administrative purposes only, the operating funds of the Council are recorded in the accounting system as State funds under the Commission. Fund resources for the Council consist of State General Funds, Federal funds, and other cash-funded resources. When incurring an expense, the Council requests reimbursement from the Commission, which is provided out of resources available from the Council's operating funds. The Commission records these reimbursement transactions in the State's accounting system as government aid expenditures. The Council provided detail of the government aid account reimbursements, and this account was reclassified as personal services, operating, and travel expenditures for all funds of the Council for the period July 1, 2015, through December 31, 2016. This information can be found on **Exhibit F** in the Supplementary Information section of the report.

NEBRASKA GAME AND PARKS COMMISSION

**NOTES TO THE SCHEDULE**  
(Concluded)

**7. Adjustment to Financial Schedule**

The Commission receives significant funding from the Federal government. The Department of Administrative Services, State Accounting Administrator's accounting policies require all Federal activity to be reported in a Federal 40000 fund type. The Commission accounts for a portion of its Federal financial activity in the State's General Fund and in six cash funds. The revenues, expenditures, and the net result to the fund balances for these funds were adjusted on the Schedule of Revenues, Expenditures, and Changes in Fund Balances to reflect more accurately the Federal financial activity in the Commission's Federal Programs Fund, 43320. The chart below reflects the adjustments made to each fund.

<b>Fund</b>	<b>Revenues Increase/ (Decrease)</b>	<b>Expenditures Increase/ (Decrease)</b>	<b>Adjustment to Fund Balance Increase/ (Decrease)</b>
General Fund 10000	\$ (3,594)	\$ (9,253)	\$ (5,659)
State Game Fund 23320	\$ (8,720,420)	\$ (8,457,622)	\$ 262,798
State Park Cash Revolving Fund 23330	\$ (369,622)	\$ (135,630)	\$ 233,992
Nebraska Habitat Fund 23340	\$ (3,377,400)	\$ (3,200,114)	\$ 177,286
Wildlife Conservation Fund 23350	\$ (3,325)	\$ (2,476)	\$ 849
Nebraska Aquatic Habitat Fund 23410	\$ (460,792)	\$ (480,725)	\$ (19,933)
Capital Maintenance Fund 23470	\$ (79,437)	\$ (85,712)	\$ (6,275)
Federal Programs Fund 43320	\$ 13,014,590	\$ 12,371,532	\$ 643,058



## NEBRASKA GAME AND PARKS COMMISSION

### **SUPPLEMENTARY INFORMATION**

Our examination was conducted for the purpose of forming an opinion on the Schedule of Revenues, Expenditures, and Changes in Fund Balances. Supplementary 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**  
**REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES**  
**GENERAL FUND**

**Exhibit A**

For the Period July 1, 2015, through December 31, 2016

	Game & Parks Commission General Fund 10000	Adjustment Game & Parks Commission General Fund 10000	Revised Game & Parks Commission General Fund 10000
<b>REVENUES:</b>			
Appropriations	\$ 17,703,718	\$ -	\$ 17,703,718
Intergovernmental	3,659	(3,659)	-
Sales & Charges	1,449	-	1,449
Miscellaneous	199	65	264
<b>TOTAL REVENUES</b>	<b>17,709,025</b>	<b>(3,594)</b>	<b>17,705,431</b>
<b>EXPENDITURES:</b>			
Personal Services	14,849,313	(8,845)	14,840,468
Operating	2,372,001	(12)	2,371,989
Travel	187,941	(396)	187,545
Capital Outlay	284,463	-	284,463
Government Aid	10,000	-	10,000
<b>TOTAL EXPENDITURES</b>	<b>17,703,718</b>	<b>(9,253)</b>	<b>17,694,465</b>
Excess (Deficiency) of Revenues Over (Under) Expenditures	5,307	5,659	10,966
<b>OTHER FINANCING SOURCES (USES):</b>			
Sales of Assets	42,480	-	42,480
Adjustment to Fund Balance	-	(5,659)	(5,659)
Deposit to General Fund	(47,840)	-	(47,840)
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>(5,360)</b>	<b>(5,659)</b>	<b>(11,019)</b>
Net Change in Fund Balances	(53)	-	(53)
<b>FUND BALANCES, JULY 1, 2015</b>	<b>(20,627)</b>	<b>-</b>	<b>(20,627)</b>
<b>FUND BALANCES, DECEMBER 31, 2016</b>	<b>\$ (20,680)</b>	<b>\$ -</b>	<b>\$ (20,680)</b>
<b>FUND BALANCES CONSIST OF:</b>			
Due to Fund	\$ (20,680)	\$ -	\$ (20,680)
<b>TOTAL FUND BALANCES</b>	<b>\$ (20,680)</b>	<b>\$ -</b>	<b>\$ (20,680)</b>

**Note:** This schedule represents the adjustments made to the General fund to remove Federal activity, see Note 7 for further information. The first column represents activity recorded in the State accounting system. The second column is the Federal activity adjustment. The third column is the revised General fund without Federal activity.

**NEBRASKA GAME AND PARKS COMMISSION**  
**REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - CASH FUNDS**  
For the Period July 1, 2015, through December 31, 2016

**Exhibit B**

	Cowboy Trail Fund 23280	State Game Fund 23320	State Park Cash Revolving Fund 23330	Nebraska Habitat Fund 23340	Wildlife Conservation Fund 23350	Game Law Investigation Cash Fund 23360	Nebraska Snowmobile Trail Cash Fund 23370	Nebraska Outdoor Recreational Development Fund 23380	Nebraska Aquatic Habitat Fund 23410
REVENUES:									
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,963,558	\$ -
Intergovernmental	10,000	8,896,902	529,313	6,731,191	4,350	-	-	-	1,053,371
Sales & Charges	-	27,275,798	12,347,537	4,729,918	4,008	-	8,916	236	2,584,437
Miscellaneous	23,563	1,392,745	24,498,685	511,694	55,000	6,874	2,408	64,686	281,867
TOTAL REVENUES	33,563	37,565,445	37,375,535	11,972,803	63,358	6,874	11,324	2,028,480	3,919,675
EXPENDITURES:									
Personal Services	-	24,325,113	14,169,860	2,373,679	103	-	-	129,145	85,286
Operating	15,667	8,851,926	16,827,580	3,260,349	352,837	7,500	-	1,218,504	4,102,834
Travel	518	398,247	95,328	18,511	10,837	-	-	1,176	3,295
Capital Outlay	-	1,051,087	5,565,072	1,526,677	7,557	-	-	13,086	5,833
Government Aid	-	503,921	266,239	3,359,950	222,690	-	-	-	206,017
TOTAL EXPENDITURES	16,185	35,130,294	36,924,079	10,539,166	594,024	7,500	-	1,361,911	4,403,265
Excess (Deficiency) of Revenues Over (Under) Expenditures	17,378	2,435,151	451,456	1,433,637	(530,666)	(626)	11,324	666,569	(483,590)
OTHER FINANCING SOURCES (USES):									
Sales of Assets	-	106,293	389,563	50,511	4,316	-	-	7,930	-
Adjustment to Fund Balance	-	-	-	-	-	-	-	-	-
Operating Transfers In	100,000	-	2,000,000	-	130,303	-	-	-	-
Operating Transfers Out	-	-	(3,098)	-	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	100,000	106,293	2,386,465	50,511	134,619	-	-	7,930	-
Net Change in Fund Balances	117,378	2,541,444	2,837,921	1,484,148	(396,047)	(626)	11,324	674,499	(483,590)
FUND BALANCES, JULY 1, 2015	164,576	17,330,480	11,150,483	7,093,681	917,069	103,128	68,320	1,439,018	8,827,688
FUND BALANCES, DECEMBER 31, 2016	<u>\$ 281,954</u>	<u>\$ 19,871,924</u>	<u>\$ 13,988,404</u>	<u>\$ 8,577,829</u>	<u>\$ 521,022</u>	<u>\$ 102,502</u>	<u>\$ 79,644</u>	<u>\$ 2,113,517</u>	<u>\$ 8,344,098</u>
FUND BALANCES CONSIST OF:									
General Cash	\$ 281,954	\$ 19,872,828	\$ 14,138,992	\$ 8,619,220	\$ 465,222	\$ 102,502	\$ 79,644	\$ 2,113,602	\$ 8,344,098
Petty Cash	-	4,810	34,550	-	-	-	-	-	-
NSF Items	-	-	134	-	-	-	-	-	-
Deposits with Vendors	-	23,062	-	-	-	-	-	-	-
Accounts Receivable Invoiced	-	1,835	1,848	-	-	-	-	-	-
Due From Other Funds	-	65,600	15,000	-	55,800	-	-	-	-
Due From Other Government	-	-	-	-	-	-	-	-	-
Due to Vendors	-	(24,755)	(8,975)	(41,391)	-	-	-	(85)	-
Due to Fund	-	(36,900)	(168,615)	-	-	-	-	-	-
Due to Government	-	(34,556)	(24,530)	-	-	-	-	-	-
TOTAL FUND BALANCES	<u>\$ 281,954</u>	<u>\$ 19,871,924</u>	<u>\$ 13,988,404</u>	<u>\$ 8,577,829</u>	<u>\$ 521,022</u>	<u>\$ 102,502</u>	<u>\$ 79,644</u>	<u>\$ 2,113,517</u>	<u>\$ 8,344,098</u>

(Continued)

**Note:** This schedule represents the adjustments made to the Cash funds to remove Federal activity, see Note 7 for further information. The first 15 columns represent activity recorded in the State accounting system. The adjustment column is the Federal activity adjustment. The last column is the revised total Cash funds without Federal activity.

**NEBRASKA GAME AND PARKS COMMISSION**  
**REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - CASH FUNDS**  
For the Period July 1, 2015, through December 31, 2016

**Exhibit B**

	Nebraska Youth Conservation Fund 23440	Hunters Helping the Hungry Cash Fund 23450	Game & Parks State Park Improvement & Maintenance Fund 23460	Game & Parks Commission Capital Maintenance Fund 23470	Game & Parks Commission Educational Fund 23480	Total Game & Parks Commission Cash Funds	Adjustment Game & Parks Commission Cash Funds	Revised Game & Parks Commission Cash Funds
REVENUES:								
Taxes	\$ -	\$ -	\$ -	\$ 7,054,507	\$ -	\$ 9,018,065	\$ -	\$ 9,018,065
Intergovernmental	-	-	-	92,782	-	17,317,909	(12,885,757)	4,432,152
Sales & Charges	-	28	-	-	24,235	46,975,113	-	46,975,113
Miscellaneous	2,464	113,477	606,775	152,188	36	27,712,462	(125,239)	27,587,223
TOTAL REVENUES	2,464	113,505	606,775	7,299,477	24,271	101,023,549	(13,010,996)	88,012,553
EXPENDITURES:								
Personal Services	-	28,134	-	-	-	41,111,320	(7,469,464)	33,641,856
Operating	-	57,919	3,488,065	597,942	-	38,781,123	(3,801,392)	34,979,731
Travel	-	-	-	-	-	527,912	(129,081)	398,831
Capital Outlay	-	682	2,742,181	-	-	10,912,175	(627,546)	10,284,629
Government Aid	-	716	31,740	12,301	-	4,603,574	(334,798)	4,268,776
TOTAL EXPENDITURES	-	87,451	6,261,986	610,243	-	95,936,104	(12,362,281)	83,573,823
Excess (Deficiency) of Revenues Over (Under) Expenditures	2,464	26,054	(5,655,211)	6,689,234	24,271	5,087,445	(648,715)	4,438,730
OTHER FINANCING SOURCES (USES):								
Sales of Assets	-	-	-	-	-	558,613	-	558,613
Adjustment to Fund Balance	-	-	-	-	-	-	648,715	648,715
Operating Transfers In	-	-	211,673	-	-	2,441,976	-	2,441,976
Operating Transfers Out	(133,274)	-	-	-	-	(136,372)	-	(136,372)
TOTAL OTHER FINANCING SOURCES (USES)	(133,274)	-	211,673	-	-	2,864,217	648,715	3,512,932
Net Change in Fund Balances	(130,810)	26,054	(5,443,538)	6,689,234	24,271	7,951,662	-	7,951,662
FUND BALANCES, JULY 1, 2015	130,810	99,974	20,778,323	1,440,863	-	69,544,413	-	69,544,413
FUND BALANCES, DECEMBER 31, 2016	\$ -	\$ 126,028	\$ 15,334,785	\$ 8,130,097	\$ 24,271	\$ 77,496,075	\$ -	\$ 77,496,075
FUND BALANCES CONSIST OF:								
General Cash	\$ -	\$ 126,028	\$ 15,334,785	\$ 8,130,097	\$ 24,971	\$ 77,633,943	\$ -	\$ 77,633,943
Petty Cash	-	-	-	-	-	39,360	-	39,360
NSF Items	-	-	-	-	-	134	-	134
Deposits with Vendors	-	-	-	-	-	23,062	-	23,062
Accounts Receivable Invoiced	-	-	-	-	-	3,683	-	3,683
Due From Other Funds	-	-	-	-	-	136,400	-	136,400
Due From Other Government	-	-	-	-	(700)	(700)	-	(700)
Due to Vendors	-	-	-	-	-	(75,206)	-	(75,206)
Due to Fund	-	-	-	-	-	(205,515)	-	(205,515)
Due to Government	-	-	-	-	-	(59,086)	-	(59,086)
TOTAL FUND BALANCES	\$ -	\$ 126,028	\$ 15,334,785	\$ 8,130,097	\$ 24,271	\$ 77,496,075	\$ -	\$ 77,496,075

(Concluded)

**Note:** This schedule represents the adjustments made to the Cash funds to remove Federal activity, see Note 7 for further information. The first 15 columns represent activity recorded in the State accounting system. The adjustment column is the Federal activity adjustment. The last column is the revised total Cash funds without Federal activity.

**NEBRASKA GAME AND PARKS COMMISSION**  
**REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES**  
**FEDERAL FUNDS**

**Exhibit C**

For the Period July 1, 2015, through December 31, 2016

	Federal Programs Fund 43320	Recreational Trails Fund 43330	Total Game & Parks Commission Federal Funds	Adjustment Game & Parks Commission Federal Funds	Revised Game & Parks Commission Federal Funds
<b>REVENUES:</b>					
Intergovernmental	\$ 14,370,512	\$ 2,552,942	\$ 16,923,454	\$ 12,889,416	\$ 29,812,870
Sales & Charges	2,176	-	2,176	-	2,176
Miscellaneous	53,630	-	53,630	125,174	178,804
<b>TOTAL REVENUES</b>	<b>14,426,318</b>	<b>2,552,942</b>	<b>16,979,260</b>	<b>13,014,590</b>	<b>29,993,850</b>
<b>EXPENDITURES:</b>					
Personal Services	1,702,093	-	1,702,093	7,478,309	9,180,402
Operating	5,983,829	16,904	6,000,733	3,801,404	9,802,137
Travel	37,128	486	37,614	129,477	167,091
Capital Outlay	1,861,163	-	1,861,163	627,546	2,488,709
Government Aid	5,270,694	2,531,678	7,802,372	334,798	8,137,170
<b>TOTAL EXPENDITURES</b>	<b>14,854,907</b>	<b>2,549,068</b>	<b>17,403,975</b>	<b>12,371,534</b>	<b>29,775,509</b>
Excess (Deficiency) of Revenues Over (Under) Expenditures	(428,589)	3,874	(424,715)	643,056	218,341
<b>OTHER FINANCING SOURCES (USES):</b>					
Sales of Assets	8	-	8	-	8
Adjustment to Fund Balance	-	-	-	(643,056)	(643,056)
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>8</b>	<b>-</b>	<b>8</b>	<b>(643,056)</b>	<b>(643,048)</b>
Net Change in Fund Balances	(428,581)	3,874	(424,707)	-	(424,707)
<b>FUND BALANCES, JULY 1, 2015</b>	<b>1,523,231</b>	<b>16,297</b>	<b>1,539,528</b>	<b>-</b>	<b>1,539,528</b>
<b>FUND BALANCES, DECEMBER 31, 2016</b>	<b>\$ 1,094,650</b>	<b>\$ 20,171</b>	<b>1,114,821</b>	<b>-</b>	<b>1,114,821</b>
<b>FUND BALANCES CONSIST OF:</b>					
General Cash	\$ 1,366,962	\$ 20,171	1,387,133	-	1,387,133
Due to Vendors	(135,912)	-	(135,912)	-	(135,912)
Due to Fund	(136,400)	-	(136,400)	-	(136,400)
<b>TOTAL FUND BALANCES</b>	<b>\$ 1,094,650</b>	<b>\$ 20,171</b>	<b>\$ 1,114,821</b>	<b>\$ -</b>	<b>\$ 1,114,821</b>

**Note:** This schedule represents the adjustments made to the Federal funds to include Federal activity, see Note 7 for further information. The first three columns represent activity recorded in the State accounting system. The adjustment column is the Federal activity adjustment. The last column is the revised total Federal funds with Federal activity originally recorded to the General or Cash funds.

**NEBRASKA GAME AND PARKS COMMISSION**  
**REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES**  
For the Period July 1, 2015, through June 30, 2016

**Exhibit D**

	General Fund 10000	Cowboy Trail Fund 23280	State Game Fund 23320	State Park Cash Revolving Fund 23330	Nebraska Habitat Fund 23340	Wildlife Conservation Fund 23350	Game Law Investigation Cash Fund 23360	Nebraska Snowmobile Trail Cash Fund 23370
<b>REVENUES:</b>								
Appropriations	\$ 11,547,023	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Taxes	-	-	-	-	-	-	-	-
Intergovernmental	2,447	10,000	134,186	87,054	2,130,902	-	-	-
Sales & Charges	925	-	16,824,164	8,566,765	2,957,936	763	-	6,253
Miscellaneous	128	8,059	730,171	15,405,849	256,943	40,766	4,901	1,619
<b>TOTAL REVENUES</b>	<b>11,550,523</b>	<b>18,059</b>	<b>17,688,521</b>	<b>24,059,668</b>	<b>5,345,781</b>	<b>41,529</b>	<b>4,901</b>	<b>7,872</b>
<b>EXPENDITURES:</b>								
Personal Services	9,629,440	-	12,132,578	8,649,592	783,762	103	-	-
Operating	1,530,989	15,667	4,634,074	10,576,549	1,316,796	236,903	-	-
Travel	111,458	518	178,867	52,268	9,078	7,628	-	-
Capital Outlay	265,136	-	675,164	3,018,476	382,015	5,981	-	-
Government Aid	10,000	-	253,431	266,239	2,202,688	152,031	-	-
<b>TOTAL EXPENDITURES</b>	<b>11,547,023</b>	<b>16,185</b>	<b>17,874,114</b>	<b>22,563,124</b>	<b>4,694,339</b>	<b>402,646</b>	<b>-</b>	<b>-</b>
Excess (Deficiency) of Revenues Over (Under) Expenditures	3,500	1,874	(185,593)	1,496,544	651,442	(361,117)	4,901	7,872
<b>OTHER FINANCING SOURCES (USES):</b>								
Sales of Assets	21,773	-	65,113	187,627	34,300	4,316	-	-
Adjustment to Fund Balance	-	-	152,347	233,112	(12,850)	159	-	-
Deposit to General Fund	(25,273)	-	-	-	-	-	-	-
Operating Transfers In	-	100,000	-	1,000,000	-	130,303	-	-
Operating Transfers Out	-	-	-	(3,008)	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>(3,500)</b>	<b>100,000</b>	<b>217,460</b>	<b>1,417,731</b>	<b>21,450</b>	<b>134,778</b>	<b>-</b>	<b>-</b>
Net Change in Fund Balances	-	101,874	31,867	2,914,275	672,892	(226,339)	4,901	7,872
<b>FUND BALANCES, JULY 1, 2015</b>	<b>(20,627)</b>	<b>164,576</b>	<b>17,330,480</b>	<b>11,150,483</b>	<b>7,093,681</b>	<b>917,069</b>	<b>103,128</b>	<b>68,320</b>
<b>FUND BALANCES, JUNE 30, 2016</b>	<b>\$ (20,627)</b>	<b>\$ 266,450</b>	<b>\$ 17,362,347</b>	<b>\$ 14,064,758</b>	<b>\$ 7,766,573</b>	<b>\$ 690,730</b>	<b>\$ 108,029</b>	<b>\$ 76,192</b>
<b>FUND BALANCES CONSIST OF:</b>								
General Cash	\$ -	\$ 266,450	\$ 17,505,120	\$ 15,105,524	\$ 7,768,815	\$ 634,930	\$ 108,029	\$ 76,192
Petty Cash	-	-	4,810	34,550	-	-	-	-
NSF Items	-	-	-	669	-	-	-	-
Deposits with Vendors	-	-	23,062	-	-	-	-	-
Accounts Receivable Invoiced	-	-	575	6,428	-	-	-	-
Due From Other Funds	-	-	65,600	15,000	-	55,800	-	-
Due to Vendors	-	-	(18,087)	(54,879)	(2,242)	-	-	-
Due to Fund	(20,627)	-	(218,521)	(1,026,146)	-	-	-	-
Due to Government	-	-	(212)	(16,388)	-	-	-	-
<b>TOTAL FUND BALANCES</b>	<b>\$ (20,627)</b>	<b>\$ 266,450</b>	<b>\$ 17,362,347</b>	<b>\$ 14,064,758</b>	<b>\$ 7,766,573</b>	<b>\$ 690,730</b>	<b>\$ 108,029</b>	<b>\$ 76,192</b>

(Continued)

**NEBRASKA GAME AND PARKS COMMISSION**  
**REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES**  
For the Period July 1, 2015, through June 30, 2016

**Exhibit D**

	Nebraska Outdoor Recreational Development Fund 23380	Nebraska Aquatic Habitat Fund 23410	Nebraska Youth Conservation Fund 23440	Hunters Helping the Hungry Cash Fund 23450	Game & Parks State Park Improvement & Maintenance Fund 23460	Game & Parks Commission Capital Maintenance Fund 23470	Game & Parks Commission Educational Fund 23480	Federal Programs Fund 43320	Recreational Trails Fund 43330	Totals (Memorandum Only)
REVENUES:										
Appropriations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,547,023
Taxes	1,309,039	-	-	-	-	3,754,892	-	-	-	5,063,931
Intergovernmental	-	367,926	-	-	-	-	-	17,730,716	1,192,421	21,655,652
Sales & Charges	165	1,928,538	-	3	-	-	-	1,191	-	30,286,703
Miscellaneous	40,283	190,550	2,464	68,881	435,496	82,336	-	98,480	-	17,366,926
<b>TOTAL REVENUES</b>	<b>1,349,487</b>	<b>2,487,014</b>	<b>2,464</b>	<b>68,884</b>	<b>435,496</b>	<b>3,837,228</b>	<b>-</b>	<b>17,830,387</b>	<b>1,192,421</b>	<b>85,920,235</b>
EXPENDITURES:										
Personal Services	92,515	19,570	-	19,137	-	-	-	5,900,718	-	37,227,415
Operating	301,145	2,062,544	-	51,659	2,351,366	136,397	-	6,970,095	16,175	30,200,359
Travel	736	670	-	-	-	-	-	107,938	486	469,647
Capital Outlay	13,086	5,833	-	682	1,821,143	-	-	1,242,720	-	7,430,236
Government Aid	-	189,700	-	-	31,740	12,301	-	3,875,008	1,171,157	8,164,295
<b>TOTAL EXPENDITURES</b>	<b>407,482</b>	<b>2,278,317</b>	<b>-</b>	<b>71,478</b>	<b>4,204,249</b>	<b>148,698</b>	<b>-</b>	<b>18,096,479</b>	<b>1,187,818</b>	<b>83,491,952</b>
Excess (Deficiency) of Revenues Over (Under) Expenditures	942,005	208,697	2,464	(2,594)	(3,768,753)	3,688,530	-	(266,092)	4,603	2,428,283
OTHER FINANCING SOURCES (USES):										
Sales of Assets	6,269	-	-	-	-	-	-	8	-	319,406
Adjustment to Fund Balance	-	3,013	-	-	-	(38,732)	-	(337,049)	-	-
Deposit to General Fund	-	-	-	-	-	-	-	-	-	(25,273)
Operating Transfers In	-	-	-	-	211,673	-	-	-	-	1,441,976
Operating Transfers Out	-	-	(133,274)	-	-	-	-	-	-	(136,282)
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>6,269</b>	<b>3,013</b>	<b>(133,274)</b>	<b>-</b>	<b>211,673</b>	<b>(38,732)</b>	<b>-</b>	<b>(337,041)</b>	<b>-</b>	<b>1,599,827</b>
Net Change in Fund Balances	948,274	211,710	(130,810)	(2,594)	(3,557,080)	3,649,798	-	(603,133)	4,603	4,028,110
FUND BALANCES, JULY 1, 2015	1,439,018	8,827,688	130,810	99,974	20,778,323	1,440,863	-	1,523,231	16,297	71,063,314
FUND BALANCES, JUNE 30, 2016	\$ 2,387,292	\$ 9,039,398	\$ -	\$ 97,380	\$ 17,221,243	\$ 5,090,661	\$ -	\$ 920,098	\$ 20,900	\$ 75,091,424
FUND BALANCES CONSIST OF:										
General Cash	\$ 2,387,310	\$ 9,039,398	\$ -	\$ 97,380	\$ 17,332,023	\$ 5,549,851	\$ -	\$ 1,086,593	\$ 20,900	\$ 76,978,515
Petty Cash	-	-	-	-	-	-	-	-	-	39,360
NSF Items	-	-	-	-	-	-	-	-	-	669
Deposits with Vendors	-	-	-	-	-	-	-	-	-	23,062
Accounts Receivable Invoiced	-	-	-	-	-	-	-	-	-	7,003
Due From Other Funds	-	-	-	-	-	-	-	-	-	136,400
Due to Vendors	(18)	-	-	-	(110,780)	-	-	(30,095)	-	(216,101)
Due to Fund	-	-	-	-	-	(459,190)	-	(136,400)	-	(1,860,884)
Due to Government	-	-	-	-	-	-	-	-	-	(16,600)
<b>TOTAL FUND BALANCES</b>	<b>\$ 2,387,292</b>	<b>\$ 9,039,398</b>	<b>\$ -</b>	<b>\$ 97,380</b>	<b>\$ 17,221,243</b>	<b>\$ 5,090,661</b>	<b>\$ -</b>	<b>\$ 920,098</b>	<b>\$ 20,900</b>	<b>\$ 75,091,424</b>

(Concluded)

**NEBRASKA GAME AND PARKS COMMISSION**  
**REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES**  
For the Period July 1, 2016, through December 31, 2016

**Exhibit E**

	General Fund 10000	Cowboy Trail Fund 23280	State Game Fund 23320	State Park Cash Revolving Fund 23330	Nebraska Habitat Fund 23340	Wildlife Conservation Fund 23350	Game Law Investigation Cash Fund 23360	Nebraska Snowmobile Trail Cash Fund 23370	Nebraska Outdoor Recreational Development Fund 23380
REVENUES:									
Appropriations	\$ 6,156,695	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Taxes	-	-	-	-	-	-	-	-	654,519
Intergovernmental	1,212	-	38,309	72,638	1,366,101	-	-	-	-
Sales & Charges	524	-	10,451,634	3,780,772	1,771,982	3,245	-	2,663	71
Miscellaneous	71	15,504	666,561	9,092,836	111,538	15,259	1,973	789	24,403
<b>TOTAL REVENUES</b>	<b>6,158,502</b>	<b>15,504</b>	<b>11,156,504</b>	<b>12,946,246</b>	<b>3,249,621</b>	<b>18,504</b>	<b>1,973</b>	<b>3,452</b>	<b>678,993</b>
EXPENDITURES:									
Personal Services	5,219,873	-	5,981,501	5,451,490	444,036	-	-	-	36,630
Operating	841,012	-	2,473,823	6,186,557	473,363	113,891	7,500	-	917,359
Travel	76,483	-	99,399	42,973	2,865	2,776	-	-	440
Capital Outlay	19,327	-	81,302	2,544,305	814,028	1,576	-	-	-
Government Aid	-	-	162,533	-	910,421	70,659	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>6,156,695</b>	<b>-</b>	<b>8,798,558</b>	<b>14,225,325</b>	<b>2,644,713</b>	<b>188,902</b>	<b>7,500</b>	<b>-</b>	<b>954,429</b>
Excess (Deficiency) of Revenues Over (Under) Expenditures	1,807	15,504	2,357,946	(1,279,079)	604,908	(170,398)	(5,527)	3,452	(275,436)
OTHER FINANCING SOURCES (USES):									
Sales of Assets	20,707	-	41,180	201,936	16,211	-	-	-	1,661
Adjustment to Fund Balance	-	-	110,451	879	190,137	690	-	-	-
Deposit to General Fund	(22,567)	-	-	-	-	-	-	-	-
Operating Transfers In	-	-	-	1,000,000	-	-	-	-	-
Operating Transfers Out	-	-	-	(90)	-	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>(1,860)</b>	<b>-</b>	<b>151,631</b>	<b>1,202,725</b>	<b>206,348</b>	<b>690</b>	<b>-</b>	<b>-</b>	<b>1,661</b>
Net Change in Fund Balances	(53)	15,504	2,509,577	(76,354)	811,256	(169,708)	(5,527)	3,452	(273,775)
FUND BALANCES, JULY 1, 2016	(20,627)	266,450	17,362,347	14,064,758	7,766,573	690,730	108,029	76,192	2,387,292
FUND BALANCES, DECEMBER 31, 2016	<u>\$ (20,680)</u>	<u>\$ 281,954</u>	<u>\$ 19,871,924</u>	<u>\$ 13,988,404</u>	<u>\$ 8,577,829</u>	<u>\$ 521,022</u>	<u>\$ 102,502</u>	<u>\$ 79,644</u>	<u>\$ 2,113,517</u>
FUND BALANCES CONSIST OF:									
General Cash	\$ -	\$ 281,954	\$ 19,872,828	\$ 14,138,992	\$ 8,619,220	\$ 465,222	\$ 102,502	\$ 79,644	\$ 2,113,602
Petty Cash	-	-	4,810	34,550	-	-	-	-	-
NSF Items	-	-	-	134	-	-	-	-	-
Deposits with Vendors	-	-	23,062	-	-	-	-	-	-
Accounts Receivable Invoiced	-	-	1,835	1,848	-	-	-	-	-
Due From Other Funds	-	-	65,600	15,000	-	55,800	-	-	-
Due From Other Government	-	-	-	-	-	-	-	-	-
Due to Vendors	-	-	(24,755)	(8,975)	(41,391)	-	-	-	(85)
Due to Fund	(20,680)	-	(36,900)	(168,615)	-	-	-	-	-
Due to Government	-	-	(34,556)	(24,530)	-	-	-	-	-
<b>TOTAL FUND BALANCES</b>	<b>\$ (20,680)</b>	<b>\$ 281,954</b>	<b>\$ 19,871,924</b>	<b>\$ 13,988,404</b>	<b>\$ 8,577,829</b>	<b>\$ 521,022</b>	<b>\$ 102,502</b>	<b>\$ 79,644</b>	<b>\$ 2,113,517</b>

(Continued)



**NEBRASKA GAME AND PARKS COMMISSION**  
**REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES**  
For the Period July 1, 2016, through December 31, 2016

**Exhibit E**

	Nebraska Aquatic Habitat Fund 23410	Hunters Helping the Hungry Cash Fund 23450	Game & Parks State Park Improvement & Maintenance Fund 23460	Game & Parks Commission Capital Maintenance Fund 23470	Game & Parks Commission Educational Fund 23480	Federal Programs Fund 43320	Recreational Trails Fund 43330	Totals (Memorandum Only)
REVENUES:								
Appropriations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,156,695
Taxes	-	-	-	3,299,615	-	-	-	3,954,134
Intergovernmental	225,036	-	-	(1)	-	9,525,554	1,360,521	12,589,370
Sales & Charges	655,899	25	-	-	24,235	985	-	16,692,035
Miscellaneous	90,934	44,596	171,279	83,198	36	80,388	-	10,399,365
TOTAL REVENUES	971,869	44,621	171,279	3,382,812	24,271	9,606,927	1,360,521	49,791,599
EXPENDITURES:								
Personal Services	21,946	8,997	-	-	-	3,270,838	-	20,435,311
Operating	1,605,346	6,260	1,136,699	375,833	-	2,815,126	729	16,953,498
Travel	614	-	-	-	-	58,270	-	283,820
Capital Outlay	-	-	921,038	-	-	1,245,989	-	5,627,565
Government Aid	16,317	716	-	-	-	1,730,484	1,360,521	4,251,651
TOTAL EXPENDITURES	1,644,223	15,973	2,057,737	375,833	-	9,120,707	1,361,250	47,551,845
Excess (Deficiency) of Revenues Over (Under) Expenditures	(672,354)	28,648	(1,886,458)	3,006,979	24,271	486,220	(729)	2,239,754
OTHER FINANCING SOURCES (USES):								
Sales of Assets	-	-	-	-	-	-	-	281,695
Adjustment to Fund Balance	(22,946)	-	-	32,457	-	(311,668)	-	-
Deposit to General Fund	-	-	-	-	-	-	-	(22,567)
Operating Transfers In	-	-	-	-	-	-	-	1,000,000
Operating Transfers Out	-	-	-	-	-	-	-	(90)
TOTAL OTHER FINANCING SOURCES (USES)	(22,946)	-	-	32,457	-	(311,668)	-	1,259,038
Net Change in Fund Balances	(695,300)	28,648	(1,886,458)	3,039,436	24,271	174,552	(729)	3,498,792
FUND BALANCES, JULY 1, 2016	9,039,398	97,380	17,221,243	5,090,661	-	920,098	20,900	75,091,424
FUND BALANCES, DECEMBER 31, 2016	\$ 8,344,098	\$ 126,028	\$ 15,334,785	\$ 8,130,097	\$ 24,271	\$ 1,094,650	\$ 20,171	\$ 78,590,216
FUND BALANCES CONSIST OF:								
General Cash	\$ 8,344,098	\$ 126,028	\$ 15,334,785	\$ 8,130,097	\$ 24,971	\$ 1,366,962	\$ 20,171	\$ 79,021,076
Petty Cash	-	-	-	-	-	-	-	39,360
NSF Items	-	-	-	-	-	-	-	134
Deposits with Vendors	-	-	-	-	-	-	-	23,062
Accounts Receivable Invoiced	-	-	-	-	-	-	-	3,683
Due From Other Funds	-	-	-	-	-	-	-	136,400
Due From Other Government	-	-	-	-	(700)	-	-	(700)
Due to Vendors	-	-	-	-	-	(135,912)	-	(211,118)
Due to Fund	-	-	-	-	-	(136,400)	-	(362,595)
Due to Government	-	-	-	-	-	-	-	(59,086)
TOTAL FUND BALANCES	\$ 8,344,098	\$ 126,028	\$ 15,334,785	\$ 8,130,097	\$ 24,271	\$ 1,094,650	\$ 20,171	\$ 78,590,216

(Concluded)

NEBRASKA GAME AND PARKS COMMISSION  
**NIOBRARA COUNCIL**  
**REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES**  
For the Period July 1, 2015, through December 31, 2016

**Exhibit F**

	General Fund 10000	Niobrara Council Fund 23420	Niobrara Council Federal Fund 43340	<b>Totals (Memorandum Only)</b>
REVENUES:				
Appropriations	\$ 65,178	\$ -	\$ -	\$ 65,178
Intergovernmental	-	10,376	163,950	174,326
Miscellaneous	-	1,406	-	1,406
TOTAL REVENUES	<u>65,178</u>	<u>11,782</u>	<u>163,950</u>	<u>240,910</u>
EXPENDITURES:				
Personal Services	31,497	-	103,021	134,518
Operating	31,276	10,376	95,421	137,073
Travel	2,405	-	1,119	3,524
TOTAL EXPENDITURES	<u>65,178</u>	<u>10,376</u>	<u>199,561</u>	<u>275,115</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>-</u>	<u>1,406</u>	<u>(35,611)</u>	<u>(34,205)</u>
OTHER FINANCING SOURCES (USES):				
Operating Transfers In	-	33,274	-	33,274
TOTAL OTHER FINANCING SOURCES (USES)	<u>-</u>	<u>33,274</u>	<u>-</u>	<u>33,274</u>
Net Change in Fund Balances	-	34,680	(35,611)	(931)
FUND BALANCES, JULY 1, 2015	<u>-</u>	<u>27,894</u>	<u>213,889</u>	<u>241,783</u>
FUND BALANCES, DECEMBER 31, 2016	<u>\$ -</u>	<u>\$ 62,574</u>	<u>\$ 178,278</u>	<u>\$ 240,852</u>
FUND BALANCES CONSIST OF:				
General Cash	\$ -	\$ 62,574	\$ 178,278	\$ 240,852
TOTAL FUND BALANCES	<u>\$ -</u>	<u>\$ 62,574</u>	<u>\$ 178,278</u>	<u>\$ 240,852</u>

See Note 6 for information on the adjustments to the supplementary schedule presented.

## NEBRASKA GAME AND PARKS COMMISSION

**Exhibit G****NIOBRARA COUNCIL****REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES**

For the Period July 1, 2015, through June 30, 2016

	General Fund 10000	Niobrara Council Fund 23420	Niobrara Council Federal Fund 43340	Totals (Memorandum Only)
REVENUES:				
Appropriations	\$ 42,011	\$ -	\$ -	\$ 42,011
Intergovernmental	-	10,376	103,839	114,215
Miscellaneous	-	769	-	769
TOTAL REVENUES	<u>42,011</u>	<u>11,145</u>	<u>103,839</u>	<u>156,995</u>
EXPENDITURES:				
Government Aid	<u>42,011</u>	<u>10,376</u>	<u>134,294</u>	<u>186,681</u>
TOTAL EXPENDITURES	<u>42,011</u>	<u>10,376</u>	<u>134,294</u>	<u>186,681</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>-</u>	<u>769</u>	<u>(30,455)</u>	<u>(29,686)</u>
OTHER FINANCING SOURCES (USES):				
Operating Transfers In	<u>-</u>	<u>33,274</u>	<u>-</u>	<u>33,274</u>
TOTAL OTHER FINANCING SOURCES (USES)	<u>-</u>	<u>33,274</u>	<u>-</u>	<u>33,274</u>
Net Change in Fund Balances	-	34,043	(30,455)	3,588
FUND BALANCES, JULY 1, 2015	<u>-</u>	<u>27,894</u>	<u>213,889</u>	<u>241,783</u>
FUND BALANCES, JUNE 30, 2016	<u>\$ -</u>	<u>\$ 61,937</u>	<u>\$ 183,434</u>	<u>\$ 245,371</u>
FUND BALANCES CONSIST OF:				
General Cash	<u>\$ -</u>	<u>\$ 61,937</u>	<u>\$ 183,434</u>	<u>\$ 245,371</u>
TOTAL FUND BALANCES	<u>\$ -</u>	<u>\$ 61,937</u>	<u>\$ 183,434</u>	<u>\$ 245,371</u>

## NEBRASKA GAME AND PARKS COMMISSION

**Exhibit H****NIOBRARA COUNCIL****REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES**

For the Period July 1, 2016, through December 31, 2016

	General Fund 10000	Niobrara Council Fund 23420	Niobrara Council Federal Fund 43340	Totals (Memorandum Only)
REVENUES:				
Appropriations	\$ 23,167	\$ -	\$ -	\$ 23,167
Intergovernmental	-	-	60,111	60,111
Miscellaneous	-	637	-	637
TOTAL REVENUES	<u>23,167</u>	<u>637</u>	<u>60,111</u>	<u>83,915</u>
EXPENDITURES:				
Government Aid	<u>23,167</u>	<u>-</u>	<u>65,267</u>	<u>88,434</u>
TOTAL EXPENDITURES	<u>23,167</u>	<u>-</u>	<u>65,267</u>	<u>88,434</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>-</u>	<u>637</u>	<u>(5,156)</u>	<u>(4,519)</u>
FUND BALANCES, JULY 1, 2016	<u>-</u>	<u>61,937</u>	<u>183,434</u>	<u>245,371</u>
FUND BALANCES, DECEMBER 31, 2016	<u>\$ -</u>	<u>\$ 62,574</u>	<u>\$ 178,278</u>	<u>\$ 240,852</u>
FUND BALANCES CONSIST OF:				
General Cash	<u>\$ -</u>	<u>\$ 62,574</u>	<u>\$ 178,278</u>	<u>\$ 240,852</u>
TOTAL FUND BALANCES	<u>\$ -</u>	<u>\$ 62,574</u>	<u>\$ 178,278</u>	<u>\$ 240,852</u>

## NEBRASKA GAME AND PARKS COMMISSION

**Exhibit I****PERMITS AND STAMPS SOLD**

For Calendar Years 2012 through 2016

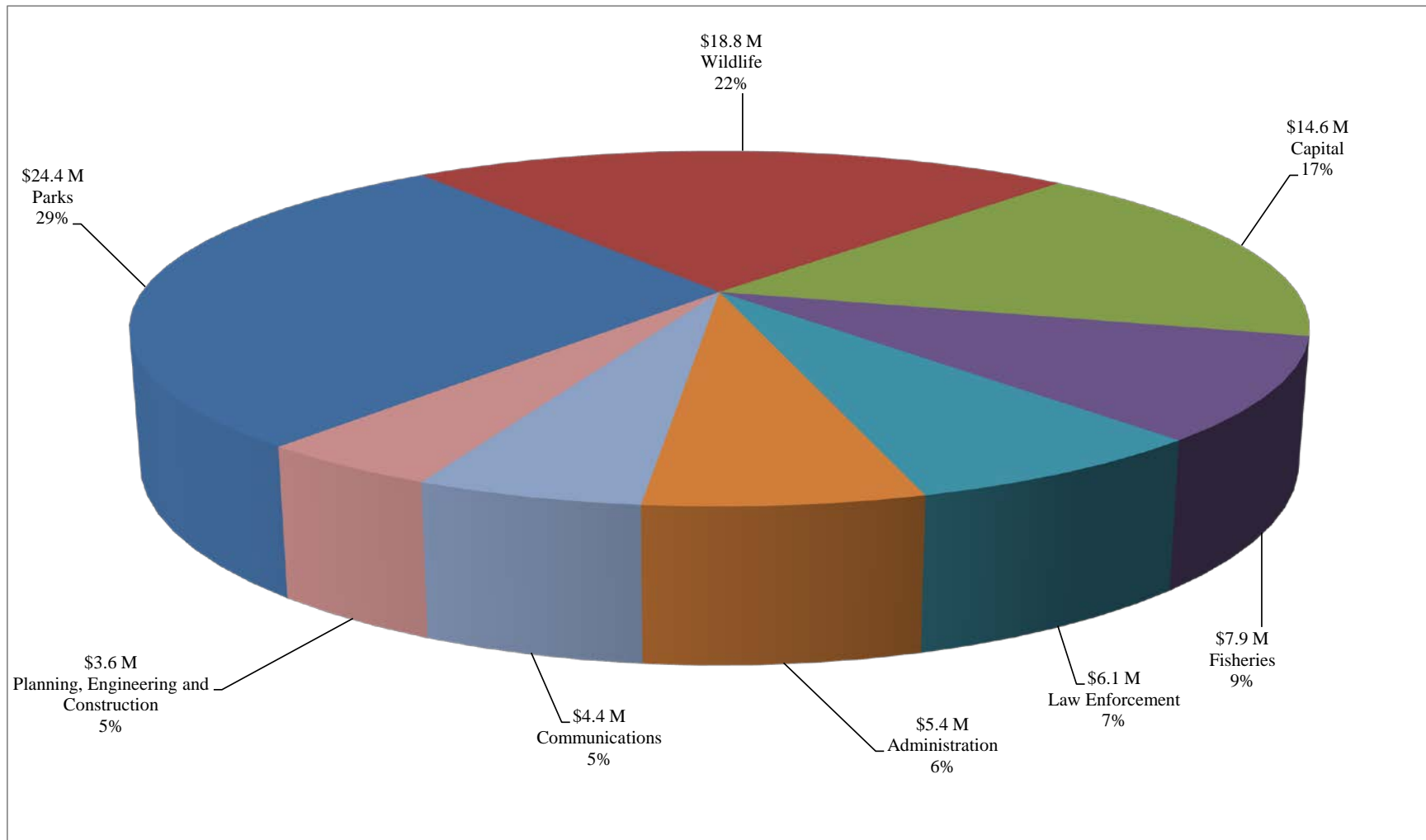
<b>Permit or Stamp</b>	<b>CY 2012</b>	<b>CY 2013</b>	<b>CY 2014</b>	<b>CY 2015</b>	<b>CY 2016</b>
Resident annual fishing	118,569	111,335	111,002	113,048	114,593
Resident 1-day fishing	15,123	15,269	15,181	15,143	15,842
Resident 3-day fishing	808	830	827	895	897
Resident 3-year fishing	-	1,357	990	955	1,829
Resident 5-year fishing	-	964	619	532	861
Nonresident annual fishing	6,367	6,224	6,713	7,186	7,648
Nonresident 1-day fishing	18,974	15,524	20,342	20,739	20,991
Nonresident 3-day fishing	7,416	7,332	7,903	8,387	8,583
Nonresident 3-year fishing	-	35	37	38	48
Nonresident 5-year fishing	-	12	6	11	19
Resident annual hunting	25,549	23,936	23,597	23,850	23,113
Resident 3-year hunting	-	179	226	232	237
Resident 5-year hunting	-	100	108	108	129
Nonresident annual hunting	10,166	9,239	9,195	10,681	10,943
Nonresident 2-day hunting	3,091	3,164	3,288	3,775	3,931
Nonresident youth hunt	690	717	760	774	708
Nonresident 3-year hunting	-	47	41	41	65
Nonresident 5-year hunting	-	15	14	17	21
Resident annual hunting/fishing	33,820	31,175	29,469	29,260	29,313
Resident 3-year hunting/fishing	-	586	614	494	757
Resident 5-year hunting/fishing	-	388	414	266	343
Resident hunting/fishing, veteran	5,130	5,714	6,182	6,639	6,787
Resident hunting/fishing, senior	9,593	10,167	10,960	11,682	12,484
Nonresident annual hunting/fishing	648	622	646	748	847
Nonresident 3-year hunting/fishing	-	6	15	12	19
Nonresident 5-year hunting/fishing	-	7	6	6	3
Resident annual fur harvest	8,288	9,193	8,958	7,476	6,610
Lifetime hunting, fishing, stamps	4,027	4,017	3,845	4,530	6,699
Big game	176,004	182,684	188,443	193,002	192,462
Paddlefish	1,875	1,875	1,875	1,875	1,875
Aquatic stamp annual	167,628	157,518	156,560	159,524	161,763
Aquatic stamp 3-year	-	1,984	1,656	1,499	2,612
Aquatic stamp 5-year	-	1,371	1,045	815	1,216
Habitat stamp annual	123,261	117,524	116,309	119,359	118,359
Habitat stamp 3-year	-	818	896	779	1,058
Habitat stamp 5-year	-	510	542	397	496
Migratory waterfowl stamp annual	31,779	32,257	32,679	33,368	31,753
Migratory waterfowl stamp 3-year	-	606	730	613	850
Migratory waterfowl stamp 5-year	-	380	425	323	373
<b>Total (Game and Habitat)</b>	<b>768,806</b>	<b>755,681</b>	<b>763,118</b>	<b>779,079</b>	<b>787,137</b>
Annual	139,924	135,219	137,275	143,001	149,275
Daily	241,866	269,856	275,061	283,605	295,038
Duplicate	65,800	63,494	65,023	68,879	72,235
<b>Total (Park)</b>	<b>447,590</b>	<b>468,569</b>	<b>477,359</b>	<b>495,485</b>	<b>516,548</b>
Total Permits and Stamps Sold	1,216,396	1,224,250	1,240,477	1,274,564	1,303,685

**Note:** The 2012 annual report does not contain all categories which began to be recorded with the 2013 annual report.

Source: Nebraska Game and Parks Commission annual reports.

NEBRASKA GAME AND PARKS COMMISSION  
**MAJOR EXPENDITURE AREAS**  
Calendar Year 2015

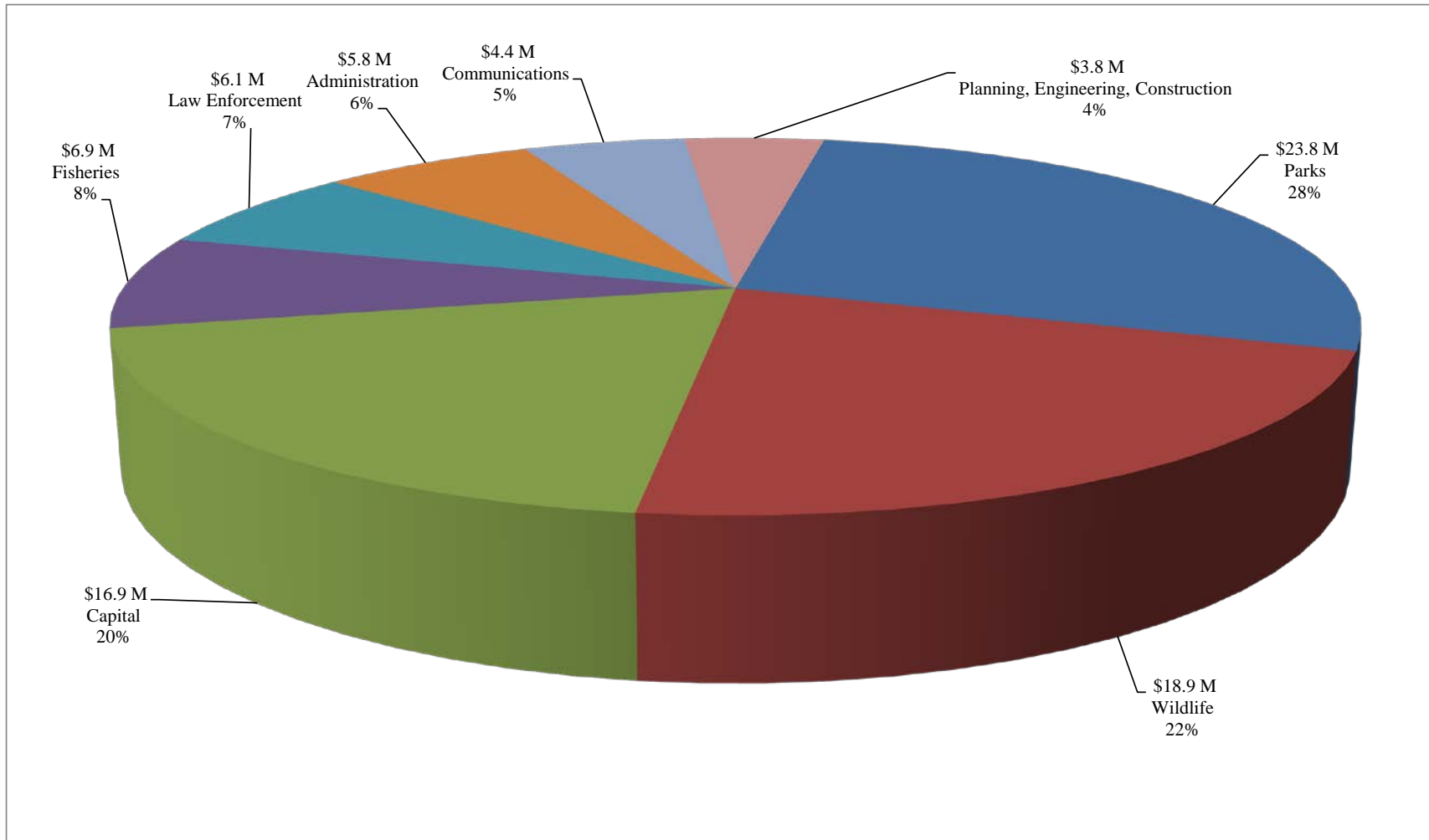
**Exhibit J**



Source: Nebraska Game and Parks Commission annual report for 2015.

NEBRASKA GAME AND PARKS COMMISSION  
**MAJOR EXPENDITURE AREAS**  
Calendar Year 2016

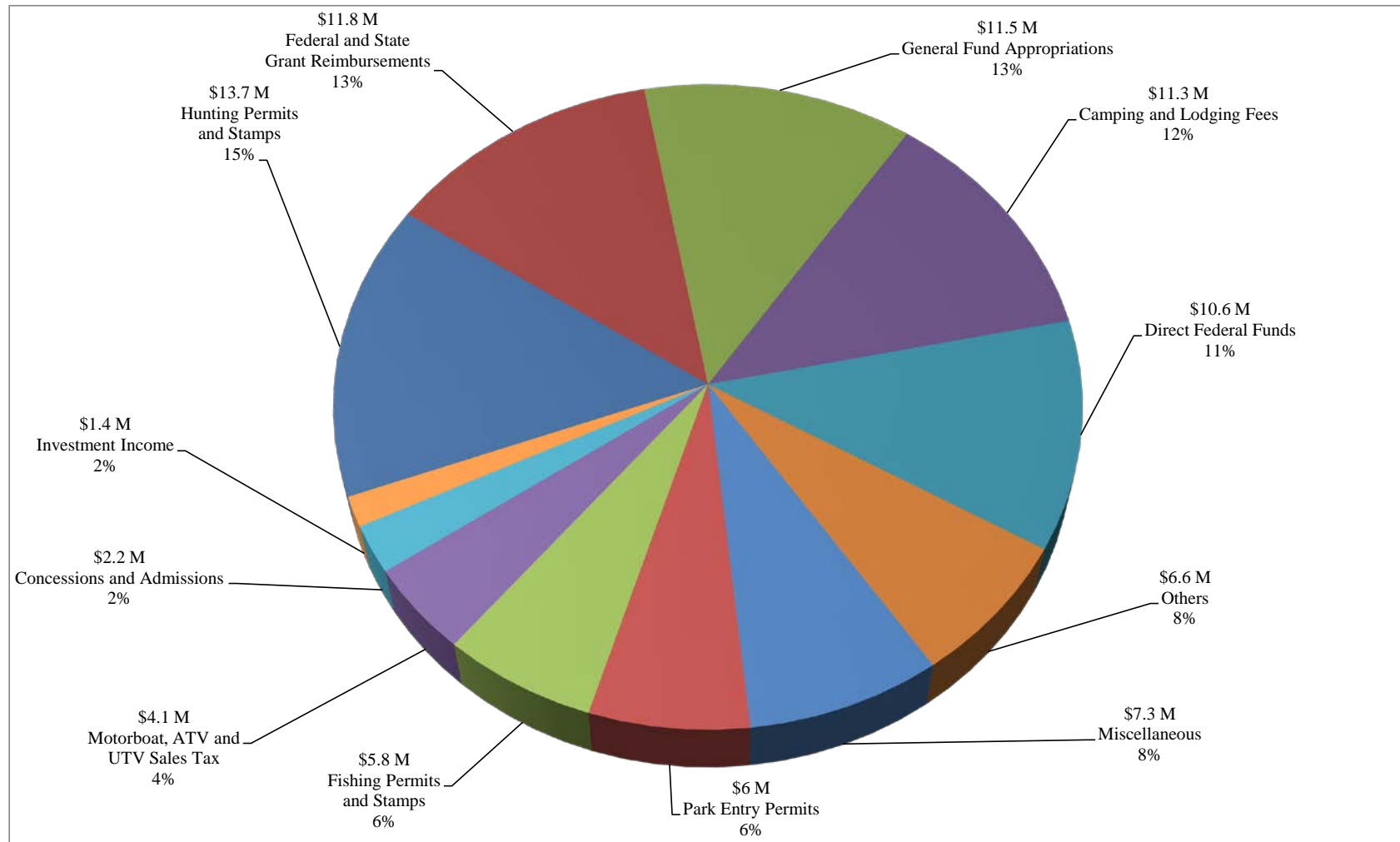
**Exhibit K**



Source: Nebraska Game and Parks Commission annual report for 2016.

NEBRASKA GAME AND PARKS COMMISSION  
MAJOR REVENUE SOURCES  
Calendar Year 2015

Exhibit L

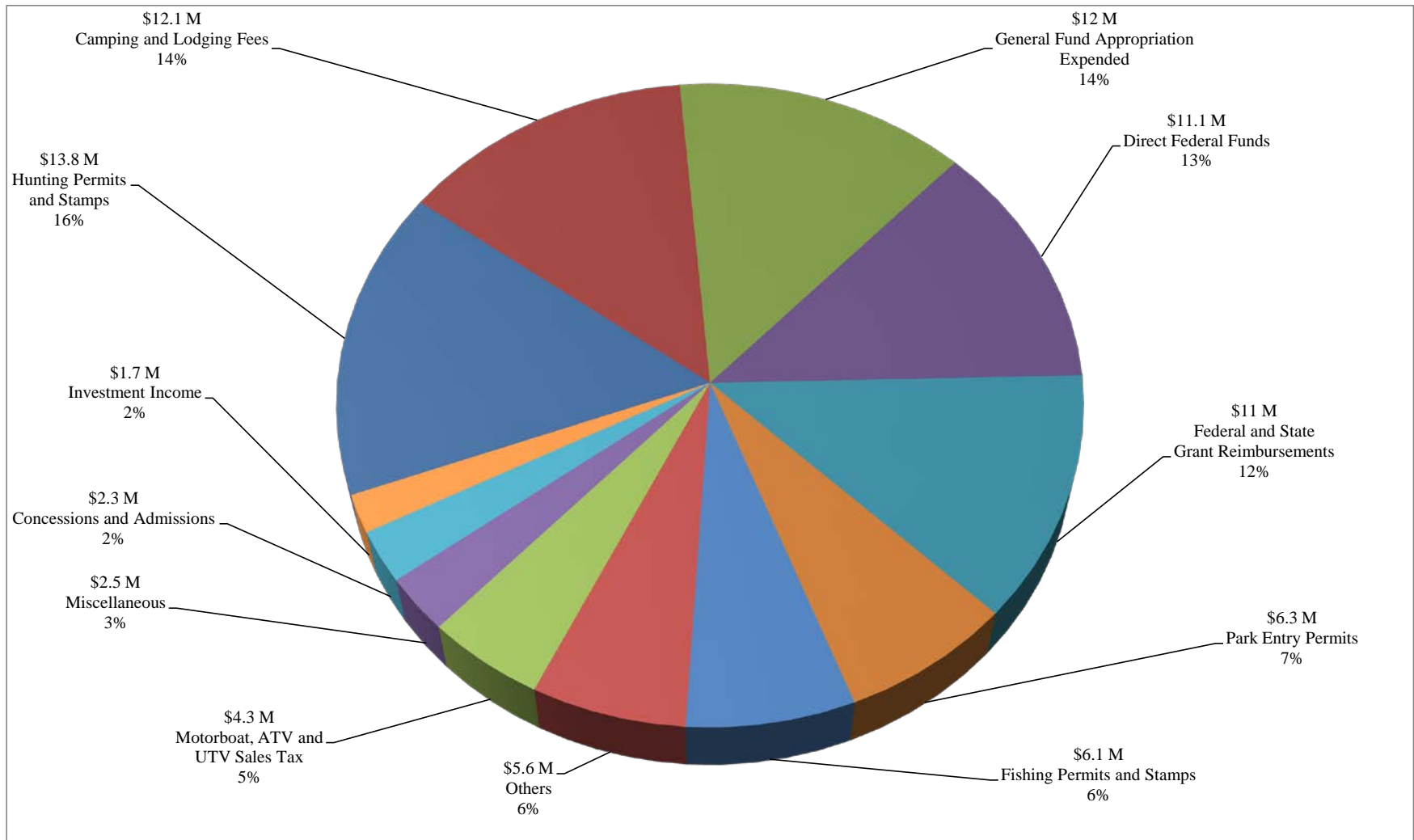


Source: Nebraska Game and Parks Commission annual report for 2015.



NEBRASKA GAME AND PARKS COMMISSION  
**MAJOR REVENUE SOURCES**  
 Calendar Year 2016

**Exhibit M**



Source: Nebraska Game and Parks Commission annual report for 2016.