

STATE OF MINNESOTA

Office of the State Auditor



Rebecca Otto
State Auditor

BUFFALO RIDGE DRUG TASK FORCE
WORTHINGTON, MINNESOTA

AGREED-UPON PROCEDURES

November 22, 2016

Description of the Office of the State Auditor

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

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

The State Auditor performs approximately 150 financial and compliance audits per year and has oversight responsibilities for over 3,300 local units of government throughout the state. The office currently maintains five divisions:

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

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

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

Pension - monitors investment, financial, and actuarial reporting for approximately 700 public pension funds; and

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

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

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**Audit Practice Division
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State of Minnesota**

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INDEPENDENT AUDITOR'S REPORT ON APPLYING AGREED-UPON PROCEDURES

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

Buffalo Ridge Drug Task Force
Oversight Committee

We have performed the procedures enumerated below, which were agreed to by the Minnesota Department of Public Safety and the Buffalo Ridge Drug Task Force, solely to assist you in determining that the Buffalo Ridge Drug Task Force has appropriate practices implemented to ensure assets are adequately safeguarded and controlled and the chain of custody for seized property is documented and provides for adequate security and accountability from intake to disposition. These procedures were applied to the records of the Buffalo Ridge Drug Task Force originating with confidential/buy fund activity during the 12-month period ending December 31, 2015. The Buffalo Ridge Drug Task Force's management is responsible for the records of the Task Force. This engagement to apply agreed-upon procedures was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of the Minnesota Department of Public Safety and the Buffalo Ridge Drug Task Force. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

1. Procedure

Determine that the use of confidential/buy funds is adequately documented on expense reports.

Findings

We obtained a list of all confidential/buy fund transactions for the 12-month period ending December 31, 2015. We selected four transactions, concentrating on funds used for a buy/bust; investigator purchase of illegal drugs, contraband, or other evidence of

criminal activity; and payments made directly to informants for drugs, as these activities would be the most likely to also involve seized property. We reviewed the expense reports for the selected transactions. All items tested were adequately documented.

2. Procedure

Determine that adequate documentation exists to support the chain of custody for seized property, including a detailed inventory of property seized before being secured in storage, proper accounting of currency seized, and clear identification of storage location and inventory number.

Findings

The case files associated with the confidential/buy fund transactions selected for testing were identified. We reviewed all the seized property from the initial buy and any related search warrants associated with each case. This consisted of a total of 12 buys and 1 search warrant. We traced the documentation of the activity for each seized item from the point of seizure to its inventory barcode number to its current location. During our testing, we noted a vehicle listed on the Notice of Seizure and Intent to Forfeit Property Form but not entered into Zuercher, the evidence tracking system used. The vehicle was, however, properly maintained in the property storage facility. Adequate documentation supported the chain of custody for all other seized items tested.

3. Procedure

Determine that controls at property storage locations meet best practice standards.

Findings

We were escorted by the evidence custodian through the Nobles County property room, which is the main location used by the Task Force, and the Henderschiedt Building used by the Task Force for storing large items such as vehicles. We reviewed the controls in place considering such things as physical access, controlled security, and property and custody tracking records. The practice for both locations does not include keeping a record to track access to the storage area. A record should exist to track all access including name, date, time, and reason for entry. In addition, we noted that there is no periodic monitoring of the property room and its records by someone other than the custodian of the property room to verify that items are where they should be or were properly disposed of. Other controls noted for property storage met best practice standards.

4. Procedure

Determine that property exists in storage or was properly disposed of.

Findings

For all of the seized property items associated with the four cases selected for testing, we verified that the item was located in storage where it was noted in the tracking system, appropriately returned to the owner, or properly disposed of, as applicable. The necessary approvals and documentation were reviewed to verify the proper treatment. No exceptions were noted for the items tested.

5. Procedure

Determine that forfeitures were properly reported to the Office of the State Auditor.

Findings

For the seized property items associated with the four cases selected for testing, we verified that the item was properly determined to be a forfeiture or not by the Task Force. One case tested included a vehicle forfeiture. We verified the Notice of Seizure and Intent to Forfeit Property Notice form was properly completed in a timely manner. The case has not yet been closed and, therefore, the information has not yet been reported to the Office of the State Auditor's Government Information Division. No exceptions were noted for the items tested.

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During the course of performing our agreed-upon procedures, another matter came to our attention that was outside the requested procedures, but that was important enough to report. We noted the following:

- To complete the procedures listed above, we rely on the Task Force Commander to provide us with a complete list of all confidential/buy fund activity for the time period specified. This was provided for all such funds maintained by the Commander; however, Pipestone County's confidential/buy fund activity is maintained by Pipestone County's Sheriff and not the Task Force Commander. The Pipestone County Sheriff did not provide a complete list of all confidential/buy fund activity when requested. We were able to test one case from Pipestone County based on information provided by the Task Force Commander. We recommend the Task Force Commander maintain all confidential/buy fund records for all participating entities of the Task Force.

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

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

/s/Rebecca Otto

REBECCA OTTO
STATE AUDITOR

November 22, 2016

/s/Greg Hierlinger

GREG HIERLINGER, CPA
DEPUTY STATE AUDITOR