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Jackson

Mississippi State Board of Contractors

COMPLIANCE REVIEW FINDINGS

Honorable Stacey E. Pickering
State Auditor
P. O. Box 956
Jackson, MS 39205

April 24, 2013

Dear Mr. Pickering:

Below are responses and corrective action plans regarding the Fiscal Year 2012 and first half of Fiscal Year 2013 Compliance Review Findings for the Mississippi State Board of Contractors (MSBOC). The agency concurs with the findings and has implemented corrective action plans to remedy the deficiencies.

Audit Finding: Review employee approval levels in the Statewide Automated Accounting System

Response: The agency will ensure that no employee has the authority to perform all actions for a single transaction in the Statewide Automated Accounting System.

Correction Action Plan:

- A. Security reports are being reviewed to ensure that the agency is compliant.

Audit Finding: Verify board minutes are signed

Response: Procedures are in place to have the board minutes from the previous meeting signed at the current meeting. Internal controls will be strengthened to ensure that all minutes are signed.

Correction Action Plan:

- A. Prior to each board meeting, the minutes from the previous meeting will be placed in the board room so the chairman can sign the minutes as soon as they are approved.
- B. Minute books are being reviewed to ensure that all minutes have been signed.

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Audit Finding: Report property additions and deletions timely

Response: The agency will ensure that property additions and deletions are reported to the state auditor in a timely manner.

Correction Action Plan:

- A. The property officer will note additions and/or deletions on property reports in the month in which the action occurs.
- B. The property reports will be submitted by the 15th of each month.

Thank you for working with us as we strive to correct these findings and ensure that these issues are not repeated in the future.

Sincerely,



Stephanie Sills Lee
Executive Director

SSL/rc