MISSISSIPPI FORESTRY COMMISSION

660 North Street, Suite 300 • Jackson, Mississippi 39202
Phone: (601) 359-1386 • FAX: (601) 359-1349 • www.mfc.state.ms.us

COMPLIANCE REVIEW FINDINGS

May 28, 2015

Stacey E. Pickering, State Auditor
Office of the State Auditor
State of Mississippi
P O Box 956
Jackson, MS 39205-0956

Dear Mr. Pickering:

Upon completion of the Compliance Review we met with the Audit team and were made advised of the following compliance findings. Below are the Mississippi Forestry Commission's responses for each finding.

AUDIT FINDINGS:

Finding 1. Ensure procurement card purchases are properly documented.

RESPONSE: The Mississippi Forestry Commission concurs with this finding. The Commission has always required that each purchase made with the Procurement Card be supported with a paper document (i.e. invoice) at the time the Procurement Card Statement is submitted to the Purchasing Department for payment.

Corrective Action: Rebekah Olander, Purchasing Branch Director, is responsible for this action.

1. No payments will be made without supporting purchase documents. This requirement has always been in place, but was reiterated to the Field Personnel in writing via an internal memo.

Finding 2. Ensure cash receipts are transferred to the state treasury in a timely manner.

RESPONSE:

The Mississippi Forestry Commission concurs with this finding. The Federal Grant reimbursements are not received in a consistent or timely manner from the US Forest Service. The Mississippi Forestry Commission had no way of knowing a transfer had been made until the bank statement was received at the end of the month.

Corrective Action: Lacie Wilkerson, Grants Coordinator, is responsible for this action.

1. A request has been sent to the State Treasurer requesting a waiver on the 2 day deposit requirement.

2. A request has also been sent to the US Forest Service asking they notify us when deposits have been made (they sent email notifications prior to the change in their accounting system.)

3. Copies of the transfer checks and back-up documents are kept at the State Office.

4. Telephone inquiries to the bank will be made to check if a deposit has been made by the Federal Government on a consistent basis.

5. A daily log of the monies received from each county for acreage tax is being maintained by the accounting personnel and copies filed and kept with the deposit information.

Finding 3. Ensure surety bonds are obtained in accordance with state law.

RESPONSE:

The Mississippi Forestry Commission concurs with the above finding. Upon further research, it was determined that 6 of the 10 commissioners currently have a surety bond in place.

Corrective Action: Rebekah Olander, Purchasing Branch Director is responsible for this action.

1. Bonds will be signed and filed for the remaining commissioners not currently covered. This will be done at the Board of Commissioners meeting in June, 2015. Copies of these bonds are kept on file in the State Office.

2. When a new commissioner is appointed by the Governor, obtaining a surety bond will be done immediately.

3. A surety bond has been filed for the State Forester. A copy is kept on file in the State Office.

Sincerely,

Charlie Morgan
State Forester
Mississippi Forestry Commission