





Arkansas Natural Resources Commission
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Agency Controller

Conservation District Thefts in Arkansas

Total amount stolen in three years:
Over **\$170,000** in five districts



Extra paychecks to themselves
Unauthorized/personal purchases
No leave time taken when absent
Unauthorized credit card opened in district's name



Recommended Financial Policies & Procedures

- Two signatures required on all checks
- No debit cards allowed (violates two signature requirement)
- Review supporting documentation for all purchases
- No signature stamps allowed on checks
- No blank checks signed
- Bank statements mailed to director's home
- Directors review original bank statement and cancelled checks at each meeting
- Directors review and sign timesheets and leave slips
- Prenumbered cash receipts issued for all incoming funds





Arkansas Natural Resource Commission Actions

- ¶ Agency Controller visits each district in an 18-month time period and reviews financial records and personnel policies & makes recommendations for improvement
- ¶ Employee training on financial policies and procedures as well as good business practices
- ¶ Land Resource Specialist review records at each district
- ¶ Rules & Regulations revised to incorporate financial policies
- ¶ District grading system revised to incorporate business practices – funding will be impacted if financial policies are not implemented and followed



Legislative Audit Involvement

- ¶ Performance audits on five districts during the current year
- ¶ Discovered one theft
- ¶ Other findings included blank checks signed, no travel policies, timesheets not maintained, leave records not maintained
- ¶ Possible on-going legislative audits – will randomly select districts each year to audit based on problem found in one district



A scenic landscape featuring a large, bright white sun in the upper left corner against a clear blue sky. Below the sun, there are green, forested hills and a winding river that flows through the valley. The overall scene is bright and clear.

Thank You

From

ANRC