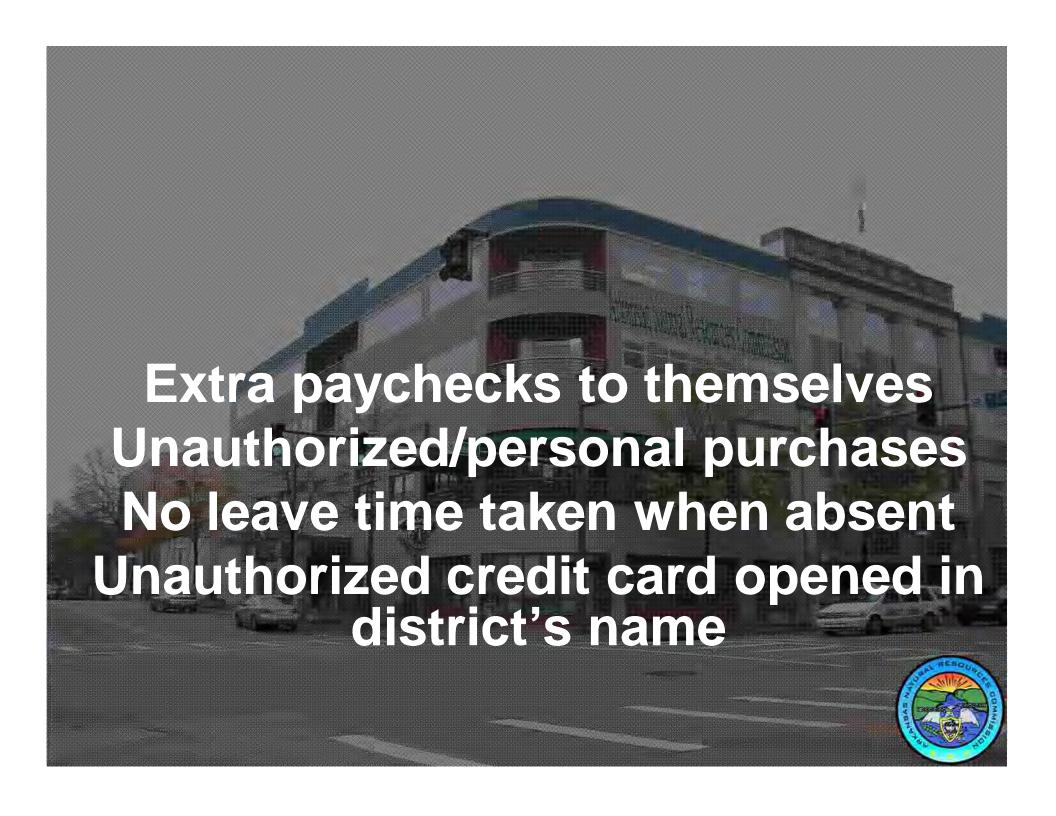




Conservation District Thefts in Arkansas

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





Recommended Financial Policies & Procedures

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



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

