

WEST VIRGINIA DEPARTMENT OF PUBLIC SAFETY
FOR THE PERIOD
JULY 1, 1982 - JUNE 30, 1988

West Virginia



LEGISLATIVE AUDITOR

CHARLESTON

The Joint Committee on Government and Finance:

In compliance with the provisions of the West Virginia Code, Chapter 4, Article 2, as amended, we have examined the accounts of the West Virginia Department of Public Safety.

Our examination covers the period July 1, 1982 through June 30, 1988. The results of the examination are set forth on the following pages of this report. However, only the financial statements for the years ended June 30, 1988 and June 30, 1987 are included in this report. The financial statements covering the period July 1, 1982 through June 30, 1986 are included in the audit workpapers.

Respectfully submitted,

Theodore L. Shanklin
Theodore L. Shanklin, CPA, Director
Legislative Postaudit Division

TLS/asc

WEST VIRGINIA DEPARTMENT OF PUBLIC SAFETY

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WEST VIRGINIA DEPARTMENT OF PUBLIC SAFETY

EXIT CONFERENCE

We held an exit conference on July 2, 1990 with the Superintendent and various other officials of the West Virginia Division of Public Safety and all findings and recommendations were reviewed and discussed. The above-named officials' responses are included in italics in the Summary of Findings, Recommendations and Responses and after our recommendations in the General Remarks sections of this report.

WEST VIRGINIA DEPARTMENT OF PUBLIC SAFETY

INTRODUCTION

The West Virginia Department of Public Safety was created in the second extraordinary session of the West Virginia Legislature on June 29, 1919. The Department of Public Safety is a State Police Department with statewide general Police powers. The West Virginia Code states in Chapter 15, Article 2, Section 12, that "The West Virginia department of public safety shall have the mission of statewide enforcement of criminal and traffic laws with emphasis on providing basic enforcement and citizen protection from criminal depredation throughout the State and maintaining the safety of the State's public streets, roads, and highways."

In 1933, the Department implemented the Criminal Identification Bureau for the purpose of maintaining criminal records. It now provides technical examinations for all law enforcement agencies in West Virginia.

The State Police Academy was acquired in 1949 and has become the training center for all police agencies in the State.

Located throughout the State are 62 State Police detachments that comprise the five companies of the Department of Public Safety. Each company has their own headquarters with the main headquarters located in South Charleston, West Virginia.

In 1978, the Department's Criminal Investigation Section was formed to assist local detachments throughout the State on various criminal investigations.

The West Virginia Turnpike is policed by members of the State Police specially selected and trained, whose salaries and expenses are paid by the Turnpike Commission.

An Aviation Division was implemented in 1972, consisting of two (2) helicopters and three (3) pilots. This Division is used to transport sick and injured persons to hospitals, to aid in highway patrol, and for use in criminal investigations.

WEST VIRGINIA DEPARTMENT OF PUBLIC SAFETY

ADMINISTRATIVE OFFICERS AND STAFF

JUNE 30, 1988

Colonel W. F. Donohoe Superintendent
Lieutenant Colonel G. R. Young Deputy Superintendent
Major R. H. Miller Chief of Staff
Major R. A. Perry Chief of Field Services
Captain R. J. Blair Inspector
Captain W. J. Shaw Commandant, State Police Academy
Captain P. E. Rogers Fiscal Officer
Mr. Philip Divita Comptroller
First Lieutenant G. W. Childress Director of Aviation
Captain L. C. Yost, Jr. Director of Communications
Corporal V. D. Humphreys Director of Personnel
First Lieutenant J. R. Bias Traffic Research and Safety Division
Officer-in-Charge
Second Lieutenant C. E. Starcher Supply Division
Officer-in-Charge
First Lieutenant D. A. Egnor Criminal Investigation Bureau
Officer-in-Charge

WEST VIRGINIA DEPARTMENT OF PUBLIC SAFETY
SUMMARY OF FINDINGS, RECOMMENDATIONS AND RESPONSES

COMPLIANCE MATTERS

Deposits to the State Treasury

1. We noted the Department did not comply, in all cases, with the provisions of the West Virginia Code regarding depositing of all moneys received or collected within twenty-four hours into the State Treasury. Specifically, we noted all deposits examined by us for the sale of Accident Reports and Criminal Identification Bureau Reports were deposited between 2 days and 11 days after the date required by the Code. Also, we noted that monies derived from the issuance of Motor Vehicle 'One-Trip' Permits were being deposited only once each month.

We recommend the Department comply with Chapter 12, Article 2, Section 2 of the West Virginia Code, as amended.

We have complied with the audit recommendation regarding deposit of Accident Report collections and Motor Vehicle 'One-Trip' Permit fees. Also, we will comply with the audit recommendation regarding deposit of Criminal Identification Bureau Report fees. (See pages 12-14)

Possible Sick Leave Abuse

2. Our examination of civilian employees' sick leave usage revealed three employees who may have exhibited a pattern of sick leave abuse. One employee took 19.7 days of sick leave in 1987, while in 1988 one employee took 24.2 days of sick leave and another employee took 16.9 days of sick leave.

We recommend the Department review sick leave records of civilian employees for possible abuse and if abuse is indicated, apply the provisions of Section 2.06 of the Department of Public Safety's Administrative Regulations.

We will comply with this audit recommendation. (See pages 14-15)

Equipment Inventory

3. Our examination of equipment showed the Department was not performing an annual inventory of equipment. We selected 20 items of equipment purchased in fiscal years 1987 and 1988 and found six of these items had not been recorded in the inventory. Also, we selected ten items of equipment from various locations within the department and attempted to locate them in the inventory records. We found three of the ten equipment items were omitted from the inventory.

We recommend the Department comply with Chapter 5A, Article 3, Section 42 of the West Virginia Code.

We will comply with this audit recommendation. (See pages 15-16)

Treasury Approval of Bank Accounts

4. The Department of Public Safety had not obtained approval from the State Treasurer for the establishment and maintenance of several local bank accounts; including, 11 accounts utilized for the deposit of vending machine proceeds at various detachments; six accounts that are used to disburse funds drawn down from the State for confidential expenditures; and four accounts used to deposit the proceeds from the sale of Motor Vehicle 'One-Trip' Permits.

We recommend that the Department comply with Chapter 12, Article 2, Section 2 of the West Virginia Code, as amended, in regards to obtaining approval of the State Treasurer for the establishment of bank accounts utilized by the Department.

We have already complied with this audit recommendation. (See page 17)

Destruction of Records

5. We determined that telephone toll-slips which document long distance phone calls at the detachment level are not being retained for audit purposes. As a result, we were unable to review all telephone billings and toll-slips to ensure that unauthorized telephone calls were not made.

We recommend the Department comply with Chapter 5, Article 8, Section 17 of the West Virginia Code, as amended.

We will comply with this audit recommendation. (See pages 17-18)

Compensatory Time Records

6. Our examination showed the Department of Public Safety did not have a uniform system established throughout the Department regarding compensatory time records for civilian employees as required by the Fair Labor Standards Act. Instead, it appears the various divisions establish the format and content of these records. We believe the Act requires the records to be maintained in a uniform manner throughout the Department.

We recommend the Department comply with Section 553.50 of the Fair Labor Standards Act.

We will comply with this audit recommendation. (See pages 18-19)

INTERNAL CONTROLS AND ACCOUNTING SYSTEM

Telephone

7. The Department of Public Safety does not have procedures in place requiring the completion of telephone toll-slips or the maintenance of telephone logs for long -distance telephone calls which are made by employees at the departmental headquarters in South Charleston. As a result, the probability for unauthorized personal use of the Department's phone system is increased.

We recommend the Department strengthen internal controls over the use of the phone system.

We have already complied with this audit recommendation. (See page 20)

Reconciliations of Local Bank Accounts

8. The central accounting office at the Department headquarters does not perform a reconciliation of the various local bank accounts. We believe internal control would be enhanced if the central accounting office was responsible for these reconciliations.

We recommend the Department strengthen internal controls over reconciliations of the local bank accounts.

We will comply with this audit recommendation. (See pages 20-21)

WEST VIRGINIA DEPARTMENT OF PUBLIC SAFETY

GENERAL REMARKS

INTRODUCTION

We have completed a financial and compliance audit of the West Virginia Department of Public Safety. The audit covered the period July 1, 1982 through June 30, 1988.

GENERAL REVENUE ACCOUNTS

All expenditures required for the general operation of the West Virginia Department of Public Safety were made from the following appropriated accounts:

<u>Account Number</u>	<u>Description</u>
5700-00	Personal Services
5700-01	Current Expenses
5700-02	Repairs and Alterations
5700-03	Equipment
5700-04	Emergency Fund
5700-15	Unclassified
5700-66	Annual Increment
5700-79	Claims Against the State

SPECIAL REVENUE ACCOUNTS

Revenue generated by the Department is separated into designated accounts as provided by the West Virginia Code and is used for the operation of the agency, purchase/construction of barracks and the payment of death and disability retirement. The following special revenue accounts were active during the audit period:

MOTOR VEHICLE INSPECTION FUND

<u>Account Number</u>	<u>Description</u>
8350-00	Personal Services
8350-01	Current Expenses
8350-02	Repairs and Alterations
8350-03	Equipment
8350-08	Refunds of Erroneous Payments
8350-11	Unclassified
8350-12	Purchase of Investments
8350-16	Surplus Funds Transfer Account

8350-66 Annual Increment
 8350-99 Cash Control

SPECIAL SURPLUS - BARRACK CONSTRUCTION

8352-07 Buildings - Repairs and Alterations
 8352-12 Purchase of Investments
 8352-54 New Roof - Building B State Police Academy
 8352-55 Company "C" Headquarters Building - Roof Repair
 8352-56 Driver Testing Center - Roof Repair
 8352-57 Chapmanville Detachment
 8352-58 Roof Replacement - "A" Building State Police Academy
 8352-59 Company "B" Shop Area - Roof Replacement
 8352-60 Kingwood Detachment - Sewer Corrections
 8352-61 Marlinton Detachment - Site Preparation, Foundation and Outside Framing
 8352-62 Jesse Detachment - Barracks Repair and Construction
 8352-99 Cash Control

DRUNK DRIVING PREVENTION FUND

8355-01 Current Expenses
 8355-03 Equipment
 8355-10 Purchase of Investments
 8355-12 Unclassified
 8355-99 Cash Control

RETIREMENT FUND

8360-06 Death, Disability, and Retirement - Income
 8360-07 Death, Disability, and Retirement - Payment

FEDERAL PROGRAM ACCOUNTS

Disbursements for Federal grants were made from the following Federal fund accounts during the audit period:

<u>Account Number</u>	<u>Description</u>
<u>CONSOLIDATED FEDERAL FUND -</u>	
<u>GENERAL ADMINISTRATION</u>	
7946-00	Personal Services
7946-01	Current Expenses
7946-03	Equipment
7946-08	Refunds
7946-15	Unclassified
7946-66	Annual Increment
7946-99	Cash Control

Other Federal program expenditures were made from the following accounts during the audit period:

<u>Account Number</u>	<u>Description</u>
8351-04	Miscellaneous Non-Federal Grants Insurance claim, Federal funds and reimbursements; for law enforcement programs.
8351-24	Emergency Medical Services Federal funds; for emergency medical services.
8351-28	Helicopter Insurance Loss Reimbursement Insurance Claim; due to helicopter loss.
8351-29	Criminal Investigation Interest, gifts, grants and donations; for criminal investigation.
8351-30	Drunk Driving Commission-Grants; Transfers from account 8355-99; for commission to develop and maintain programs to prevent drunk driving.
8351-50	Flood Disaster-November 1985 Federal funds from account 8427-06 for flood relief.
8353-13	Basic Police Recruit

8353-13 Basic Police Recruit
Training Course
Reimbursements from ac-
count 8026-24; for con-
tinued training of local
law enforcement offi-
cers.

COMPLIANCE MATTERS

Chapter 15, Article 2 of the West Virginia Code generally governs the West Virginia Department of Public Safety. We tested the applicable sections of the above mentioned Code plus general State regulations and other applicable chapters, articles and sections of the West Virginia Code as they pertain to fiscal matters. Our findings are as follows:

Deposits to the State Treasury

Chapter 12, Article 2, Section 2 of the West Virginia Code, as amended states in part,

"All officials and employees of the State authorized by statute to accept moneys due the State of West Virginia shall keep a daily itemized record of such monies so received for deposit in the state treasury and shall deposit within twenty-four hours with the state treasurer all moneys received or collected by them for or on behalf of the State for any purpose whatsoever . . ."

We believe the Department did not comply, in all cases, with the provisions of this Code section regarding deposits from the sale of Accident Reports, Criminal Identification Bureau Reports and Motor Vehicle 'One-Trip' permits.

Specifically, we noted all deposits examined by us for sale of Accident Reports and Criminal Identification Bureau Reports were deposited between 2 days and 11 days after the date required by Chapter 12, Article 2, Section 2 of the West Virginia Code. It appears these collections were being deposited on an average of about once each week; however, we found no evidence indicating these collections had been exempted by the State Treasurer from the requirement for daily deposit.

Also, we noted that monies derived from the issuance of Motor Vehicle 'One-Trip' Permits were being deposited only once each month, but we were unable to locate any authorization from the State Treasurer exempting these collections from the requirement for daily deposit. According to the Department of Public Safety's Administrative Regulations - Operational Policy and Procedures manual in Section 46, Paragraph 29; these permit fees are to be deposited as follows:

"The Accounting Division shall, by the 10th of each month, deposit in the State Treasury to the State Road Fund all monies derived from the issuance of Motor Vehicle One Trip Permits by members of the Department of Public Safety. The Accounting Division shall maintain a file of all monies derived from the issuance of Motor Vehicle One Trip Permits by members of the Department of Public Safety and deposited in the State Treasury to the State Road Fund."

The Department made 24 deposits of 'One-Trip' permit fees during the period July 1, 1986 through June 30, 1988 and we found ten of these deposits were in noncompliance with this internal policy as follows:

<u>Collection</u>	<u>Amount</u>	<u>Deposit Date</u>	<u>Required Deposit Date</u>	<u>Difference (Days)</u>
July 1986	\$4,075.00	08/28/86	08/10/86	14
August 1986	3,871.00	09/16/86	09/10/86	4
November 1986	2,731.00	12/23/86	12/10/86	10
February 1987	2,500.00	03/20/87	03/10/87	9
March 1987	3,853.00	04/27/87	04/10/87	12
April 1987	3,396.00	05/14/87	05/10/87	4
July 1987	4,193.00	08/12/87	08/10/87	3
August 1987	3,837.00	09/15/87	09/10/87	3
October 1987	3,138.00	11/13/87	11/10/87	3
November 1987	2,707.00	12/13/87	12/10/87	3

We believe the Department should request authorization from the State Treasurer to deposit the Motor Vehicle 'One-Trip' Permit fees on anything other than a daily basis.

We recommend the Department comply with Chapter 12, Article 2, Section 2 of the West Virginia Code, as amended.

Regarding the findings under this heading, the following response is made:

1. Accident Reports: Accident report deposits are currently being made on a daily basis and will continue to be done on this basis in the future to assure compliance with 12-2-2.
2. Criminal Identification Bureau Reports: These deposits are currently being made twice a week (Tuesday and Friday) because of the small dollar amount involved. As recommended during the exit conference, we will ask the State Treasurer to exempt the Department of Public Safety from the daily deposit requirement for these particular deposits.
3. One-Trip Permits: The State Treasurer's Office gave the Department of Public Safety verbal approval to make "One-Trip Permit" deposits on a monthly basis.

Possible Sick Leave Abuse

Our examination of civilian employees' sick leave usage revealed three employees who may have exhibited a pattern of sick leave abuse. In evaluating sick leave, we analyze the number of excused and unexcused days of sick leave taken by the employee as well as the percentage of the unexcused sick days which are taken either before or after a weekend, holiday and/or a day of annual leave for the employee. Section 2.06 of the Department of Public Safety's Administrative Regulations, dealing with leave benefits of civilian employees states,

"In the event that it is suspected that an employee is alleging illness in order to take advantage of sick leave benefits, the employee's immediate supervisor may request a doctor's excuse for any or all time absent from duty as the result of the alleged illness."

The results of our test of civilian employees' sick leave are summarized as follows:

Fiscal Year	Employee No.	(a)	(b)	(a) ÷ (b) Percentage
		Total Sick Leave Taken (days)	Sick Leave Taken Before and/or After Weekends, Holidays and Vacation Days (days)	
1987	94	19.70	12.00	61%
1988	82	24.20	12.50	52%
1988	8	16.90	11.80	70%

We recommend the Department review sick leave records of civilian employees for possible abuse and if abuse is indicated, apply the provisions of Section 2.06 of the Department of Public Safety's Administrative Regulations.

Sick leave will be monitored on a regular basis by the Personnel Office and a memo will be sent to the supervisor of the employee if any abuse is suspected. A printout of all sick leave used by members and civilians will be furnished to the Superintendent to keep him aware of the situation. All supervisors will be asked to make their employees aware of possible abuse and to use sick leave only as it was intended.

Equipment Inventory

Chapter 5A, Article 3, Section 42 of the West Virginia Code, as amended, states,

"The head of every department of the state government shall, on or before July fifteenth of each year, file with the director an inventory of all real and personal property, and of all equipment, supplies and commodities in its possession as of the close of the last fiscal year."

Our examination of equipment purchases for fiscal years 1987 and 1988 consisted of attempting to trace a sample of equipment purchases to the Department's inventory records and tracing a separate sample of equipment items from their physical location within the various divisions of the Department to the inventory records. The results would indicate the accuracy and completeness of the Department's inventory records.

We selected 20 items of equipment purchased during these years and found six of these items had not been recorded in the inventory as follows:

<u>Fiscal Year</u>	<u>Transmittal No.</u>	<u>Payee</u>	<u>Description</u>	<u>Cost</u>
1988	1172	Zenith Data System	Various Computer Equipment	\$2,098.32
"	571	Dunbar Lumber	Table Saw	772.00
"	1106	Capitol Business Interior	Module - Printer Station	646.00
1987	802	Capitol Business Interior	Mobile Table	161.00
"	1440	Reichert-Jung	Illuminator	227.13
"	1863	C.E.T., Inc.	Computer Software	1,375.00
				<u>\$5,279.45</u>

Also, we selected 10 items of equipment from various locations within the department and attempted to locate them in the inventory records. We found three of the 10 equipment items were omitted from the inventory as follows:

<u>Description</u>	<u>Location</u>	<u>Equipment Tag No.</u>	<u>Cost</u>
Filing Cabinet	Room 101	38322	Unknown
Paper Drill	Printing	17978	"
Off-Set Press	Printing	16999	"

Our review of the inventory showed that, for the majority of divisions, the latest available inventory was dated 1985. In conjunction with the results of our equipment test, we believe the annual inventory of equipment as required by the West Virginia Code is not being performed. While we were able to locate all equipment items, the lack of an annual inventory increases the likelihood for equipment items to become misplaced or converted to personal use.

We recommend the Department comply with Chapter 5A, Article 3, Section 42 of the West Virginia Code, as amended.

The department is currently in the process of complying with this finding. Since 1985, our Procurement Division, in conjunction with ISSD, has been developing a computerized agency inventory system. As of this date, the new system is approximately 90% complete. We anticipate full completion within 60 days and, at that time, will be in compliance with Chapter 5A, Article 3, Section 42.

Treasury Approval of Bank Accounts

The State Treasurer's office requires that all bank accounts not under the direct control and in the name of the West Virginia State Treasurer be approved to insure that all spending units of the State are in compliance with Chapter 12, Article 2, Section 2 of the West Virginia Code, as amended. Chapter 12, Article 2, Section 2 of the West Virginia Code, as amended, states in part,

" . . . The state treasurer shall have authority to establish an imprest fund or funds in the office of any state agency or institution making proper application to him. . . ."

We noted that the Department of Public Safety had not obtained prior approval from the State Treasurer's office to establish and maintain local bank accounts. In particular, Treasury approval had not been obtained for eleven (11) accounts utilized for the deposit of monies received from vending machines at various detachments; six (6) accounts that are used to disburse funds drawn down from the State for confidential expenditures; and four (4) accounts used to deposit the proceeds from the sale of Motor Vehicle 'One-Trip' Permits.

We recommend that the Department comply with Chapter 12, Article 2, Section 2 of the West Virginia Code, as amended, in regards to obtaining approval of the State Treasurer for the establishment of bank accounts utilized by the Department.

This finding has already been complied with. On March 31, 1989 and June 22, 1989, approval was requested from the State Treasurer to maintain the bank accounts in question. As indicated in Attachment 2, approval was granted on May 2, 1989 and June 23, 1989, respectively, by Mr. Jerry Simpson of the State Treasurer's Office.

Destruction of Records

Based on our examination, we determined that the telephone toll-slips which document long-distance phone calls at the detachment level are not being

retained for audit purposes in apparent noncompliance with Chapter 5, Article 8, Section 17 of the West Virginia Code, as amended, which states,

"No record shall be destroyed or otherwise disposed of by any agency of the state, unless it is determined by the administrator and the director of the division of archives and history of the department of culture and history that the record has no further administrative, legal, fiscal, research or historical value."

As a result, we were unable to review all telephone billings and toll-slips to ensure that unauthorized telephone calls were not made.

We recommend the Department comply with Chapter 5, Article 8, Section 17 of the West Virginia Code, as amended.

The department will take necessary steps to assure that telephone toll slips are retained for auditing purposes in compliance with Chapter 5, Article 8, Section 17.

Compensatory Time Records

Section 553.50 of the Fair Labor Standards Act states that every employer subject to this Act is to maintain and preserve records of compensatory time as follows:

- a) "The number of hours of compensatory time earned . . ., by each employee at the rate of one and one-half hour for each overtime hour worked;
- b) The number of hours of such compensatory time used each work week, or other applicable work period, by each employee;
- c) The number of hours of compensatory time compensated in cash, the total amount paid and the date of such payment."

Our examination showed the Department of Public Safety did not have a uniform system established throughout the Department regarding compensatory time records for civilian employees. Instead, it appears the various divisions establish the format and content of these records. We believe the Act requires the records to be maintained in a uniform manner throughout the Department.

We recommend the Department comply with Section 553.50 of the Fair Labor Standards Act.

A compensatory time off policy will be developed by the Personnel Office to assure that all divisions are keeping records on a fair and consistent basis.

INTERNAL CONTROLS AND ACCOUNTING SYSTEM

As a part of our examination, we reviewed and tested the system of internal accounting control to the extent we considered necessary to evaluate the system as required by generally accepted auditing standards. Under these standards, the purpose of such evaluation is to establish a basis for reliance thereon in determining the nature, timing and extent of other auditing procedures that are necessary for expressing an opinion on the financial statements.

The objective of internal accounting control is to provide reasonable, but not absolute, assurance as to the safeguarding of assets against loss from unauthorized use or disposition, and the reliability of financial records for preparing financial statements and maintaining accountability for assets. The concept of reasonable assurance recognizes that the cost of a system of internal accounting control should not exceed the benefits derived and also recognizes that the evaluation of these factors necessarily requires estimates and judgments by management.

There are inherent limitations that should be recognized in considering the potential effectiveness of any system of internal accounting control. In the performance of most control procedures, errors can result from misunderstanding of instructions, mistakes of judgment, carelessness, or other personal factors. Control procedures whose effectiveness depends upon segregation of duties can be circumvented by collusion. Similarly, control procedures can be circumvented intentionally by management with respect either to the execution and recording of transactions or with respect to the estimates and judgments required in the preparation of financial statements. Further projection of any evaluation of

internal accounting control to future periods is subject to the risk that the procedures may become inadequate because of changes in conditions and that the degree of compliance with the procedures may deteriorate.

Our study and evaluation of the system of internal accounting control for the period July 1, 1982 to June 30, 1988, which was made for the purpose set forth in the first paragraph above, would not necessarily disclose all weaknesses in the system. However, such study and evaluation disclosed conditions that we believe to be weaknesses. These weaknesses are discussed below.

Telephone

The Department of Public Safety does not have procedures in place requiring the completion of telephone toll-slips or the maintenance of telephone logs for long-distance telephone calls which are made by employees at the departmental headquarters in South Charleston. As a result, the probability for unauthorized personal use of the Department's phone system is increased.

We recommend the Department strengthen internal controls over the use of the phone system.

On May 22, 1989, the department initiated new procedures for reviewing and approving telephone bills. We believe that these procedures will strengthen internal controls over the use of the phone system and will essentially eliminate the personal use of the department's phone system.

Reconciliations of Local Bank Accounts

The bank statements for the deposit of vending machine proceeds and Motor Vehicle 'One-Trip' permit fees are maintained at the various detachments and companies of the Department. The central accounting office at the Department headquarters does not perform a reconciliation of these local accounts. We believe internal control would be enhanced if the central accounting office was responsible for these reconciliations.

We recommend the Department strengthen internal controls over reconciliations of the local bank accounts.

As agreed to at the exit conference, the department will require each unit having a local bank account to perform a monthly bank reconciliation and to submit it to the Accounting Division for review and filing. This procedure should strengthen internal controls without overburdening the Accounting Office with time consuming reconciliations.

INDEPENDENT AUDITORS' OPINION

The Joint Committee on Government and Finance:

We have audited the statement of appropriations/cash receipts, expenditures/disbursements and changes in fund balances of the West Virginia Department of Public Safety for the years ended June 30, 1988 and June 30, 1987. The financial statement is the responsibility of the management of the West Virginia Department of Public Safety. Our responsibility is to express an opinion on the financial statement based on our audit.

We conducted our audit in accordance with generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statement. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

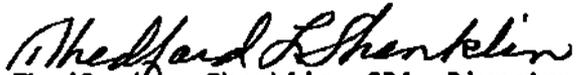
As described in Note A, the financial statement was prepared on the cash and modified cash basis of accounting, which are comprehensive bases of accounting other than generally accepted accounting principles.

The financial statements of the West Virginia Department of Public Safety Death, Disability and Retirement Fund for the years ended June 30, 1988 and June 30, 1987 have not been included in the accompanying financial report. However, we have examined the financial statements of the West Virginia Department of Public Safety Death, Disability and Retirement Fund and have issued our separate report thereon dated July 31, 1989.

In our opinion, the financial statement referred to above presents fairly, in all material aspects, the appropriations and expenditures and revenue collected and expenses paid of the West Virginia Department of Public Safety as of June 30, 1988 and June 30, 1987, on the bases of accounting described in Note A.

Our examination was made for the purpose of forming an opinion on the basic financial statement taken as a whole. The supplemental information is presented for the purposes of additional analysis and is not a required part of the basic financial statement. Such information has been subjected to the auditing procedures applied in the examination of the basic financial statement and in our opinion, is fairly stated in all material respects in relation to the basic financial statement taken as a whole.

Respectfully submitted,


Thedford L. Shanklin, CPA, Director
Legislative Postaudit Division

June 30, 1989

Auditors: Michael E. Sizemore, CPA, Supervisor
Randal L. Thomas, Auditor-in-Charge
Steven E. Gunter

WEST VIRGINIA DEPARTMENT OF PUBLIC SAFETY
STATEMENT OF APPROPRIATIONS/CASH RECEIPTS
EXPENDITURES/DISBURSEMENTS AND CHANGES IN
FUND BALANCES

	<u>Year Ended June 30, 1988</u>		
	<u>General</u>	<u>Special</u>	<u>Federal</u>
	<u>Revenue</u>	<u>Revenue</u>	<u>Programs</u>
Appropriations/Cash Receipts:			
Appropriations	\$24,458,710.00	\$ -0-	\$ -0-
Federal Funds	-0-	-0-	1,157,302.41
Inspection Sticker Fees	-0-	1,277,174.50	-0-
Liquor Tax	-0-	321,698.58	-0-
Gifts, Grants & Donations	-0-	-0-	181,357.46
Miscellaneous Receipts	-0-	-0-	3,640.21
Earned Interest	-0-	135,010.79	15,997.26
	<u>24,458,710.00</u>	<u>1,733,883.87</u>	<u>1,358,297.34</u>
Expenditures/Disbursements:			
Personal Services	17,068,410.15	461,936.33	139,285.45
Current Expenses	4,560,618.64	768,065.04	583,279.57
Repairs & Alterations	110,719.01	153,634.47	86,920.01
Equipment	463,963.40	1,782.70	169,554.24
Annual Increment	-0-	-0-	-0-
Claims Against the State	-0-	-0-	-0-
Refunds	-0-	4,511.50	1.49
Other Disbursements	-0-	93,069.45	62,910.77
	<u>22,203,711.20</u>	<u>1,482,999.49</u>	<u>1,041,951.53</u>
Appropriations/Cash Receipts:			
Over Expenditures/ Disbursements	2,254,998.80	250,884.38	316,345.81
Expirations & Expenditures			
After June 30	(2,254,998.80)	-0-	-0-
Beginning Balance	135.00	1,670,109.83	367,071.13
Transfers to State General Revenue Fund	<u>-0-</u>	<u>(135,010.79)</u>	<u>(15,997.26)</u>
Ending Balance	<u>\$ 135.00</u>	<u>\$1,785,983.42</u>	<u>\$ 667,419.68</u>

See Notes to Financial Statement

Year Ended June 30, 1987

<u>Combined Totals</u>	<u>General Revenue</u>	<u>Special Revenue</u>	<u>Federal Programs</u>	<u>Combined Totals</u>
\$24,458,710.00	\$27,138,072.00	\$ -0-	\$ -0-	\$27,138,072.00
1,157,302.41	-0-	-0-	881,671.50	881,671.50
1,277,174.50	-0-	807,018.50	-0-	807,018.50
321,698.58	-0-	446,180.19	-0-	446,180.19
181,357.46	-0-	-0-	63,826.20	63,826.20
3,640.21	-0-	-0-	97,607.99	97,607.99
151,008.05	-0-	146,223.08	15,588.03	161,811.11
<u>27,550,891.21</u>	<u>27,138,072.00</u>	<u>1,399,421.77</u>	<u>1,058,693.72</u>	<u>29,596,187.49</u>
17,669,631.93	16,298,056.57	367,339.33	132,191.40	16,797,587.30
5,911,963.25	6,085,087.75	460,552.52	513,755.84	7,059,396.11
351,273.49	189,298.86	-0-	8,509.69	197,808.55
635,300.34	2,023,595.45	248.69	293,544.39	2,317,388.53
-0-	79,776.00	1,512.00	288.00	81,576.00
-0-	536.98	-0-	-0-	536.98
4,512.99	-0-	1,406.50	21,628.77	23,035.27
<u>155,980.22</u>	<u>-0-</u>	<u>43,219.00</u>	<u>14,432.11</u>	<u>57,651.11</u>
24,728,662.22	24,676,351.61	874,278.04	984,350.20	26,534,979.85
2,822,228.99	2,461,720.39	525,143.73	74,343.52	3,061,207.64
(2,254,998.80)	(2,461,618.37)	-0-	-0-	(2,461,618.37)
2,037,315.96	32.98	1,291,189.18	308,315.64	1,599,537.80
<u>(151,008.05)</u>	<u>-0-</u>	<u>(146,223.08)</u>	<u>(15,588.03)</u>	<u>(161,811.11)</u>
<u>\$ 2,453,538.10</u>	<u>\$ 135.00</u>	<u>\$1,670,109.83</u>	<u>\$ 367,071.13</u>	<u>\$ 2,037,315.96</u>

WEST VIRGINIA DEPARTMENT OF PUBLIC SAFETY

NOTES TO FINANCIAL STATEMENT

Note A - Accounting Policies

Accounting Method: The modified cash basis of accounting is followed for the General Revenue Fund. The major modification from the cash basis is that a 31-day carry-over period is provided at the end of each fiscal year for the payment of obligations incurred in that year. All balances of the General Revenue Fund appropriations for each fiscal year expire on the last day of such fiscal year and revert to the unappropriated surplus of the fund from which the appropriations were made, except that expenditures encumbered prior to the end of the fiscal year may be paid up to 31 days after the fiscal year-end; however, appropriations for buildings and land remain in effect until three years after the passage of the act by which such appropriations were made. The cash basis of accounting is followed by all other funds. Therefore, certain revenue and the related assets are recognized when received rather than when earned, and certain expenses are recognized when paid rather than when the obligation is incurred. Accordingly, the financial statement is not intended to present financial position and results of operations in conformity with generally accepted accounting principles.

Expenditures paid after June 30 in the carry-over period and expirations were as follows:

	<u>Expenditures</u>		<u>Expirations</u>	
	<u>Paid After June 30,</u>		<u>July 31,</u>	
	<u>1988</u>	<u>1987</u>	<u>1988</u>	<u>1987</u>
Personal Services	\$ -0-	\$121,804.92	\$ -0-	\$ 572,263.51
Current Expenses	-0-	662,157.52	-0-	901,734.73
Repairs and Alterations	-0-	29,942.34	-0-	80,758.80
Equipment	-0-	29,087.18	-0-	47,317.37
Emergency Fund	-0-	-0-	-0-	10,000.00
Annual Increment	-0-	-0-	-0-	6,552.00
Unclassified	1,488,431.96	-0-	766,566.84	-0-
	<u>\$1,488,431.96</u>	<u>\$842,991.96</u>	<u>\$766,566.84</u>	<u>\$1,618,626.41</u>

Combined Totals: The combined totals contain the totals of similar accounts of the various funds. Since the appropriations and cash receipts of certain funds are restricted by various laws, rules and regulations, the totaling of the accounts is for memorandum only and does not indicate that the combined totals are available in any manner other than that provided by such laws, rules and regulations.

Note B - Pension Plan

All eligible employees are either members of the West Virginia Department of Public Safety Death, Disability and Retirement Fund or the West Virginia Public Employees' Retirement System. For the West Virginia Department of Public Safety Death, Disability and Retirement Fund, employees' contributions are 6% of their compensation and the Department of Public Safety matches 12% of the employees' compensation. For the West Virginia Public Employees' Retirement System, employees' contributions are 4.5% of their compensation and the Department of Public Safety matches 9.5% of the employees' compensation for those paid from special revenue and the Public Employees' Retirement Board match 9.5% of the employees' compensation for those paid from the General Revenue Fund. However, legislation suspended all of the matching contributions by PERS during fiscal 1987.

Contributions were as follows:

Death, Disability and Retirement Fund	<u>Year Ended June 30,</u>	
	<u>1988</u>	<u>1987</u>
Employer	\$1,543,917.53	\$1,545,908.68
Military Credit	76,321.62	131,137.93
Employee	771,960.48	776,737.27
Re-enlisted Employees	-0-	18,301.97
	<u>\$2,392,199.63</u>	<u>\$2,472,085.85</u>

Note C - Intra-Account Transactions

The following intra-account transactions have been eliminated:

Special Revenue	<u>Year Ended June 30,</u>	
	<u>1988</u>	<u>1987</u>
	<u>\$183,067.63</u>	<u>\$307,180.14</u>

Note D - Investments and Fund Balances

The components of the fund balances were as follows:

	<u>Year Ended June 30,</u>	
	<u>1988</u>	<u>1987</u>
Motor Vehicle Inspection Fund		
Cash	\$630,995.15	\$ 291,461.52
Investments	-0-	-0-
	<u>\$630,995.15</u>	<u>\$ 291,461.52</u>
Special Surplus - Barrack Construction		
Cash	\$ 7,190.13	\$ 4,826.42
Investments	206,607.49	166,607.49
	<u>\$213,797.62</u>	<u>\$ 171,433.91</u>
Drunk Driving Prevention Fund		
Cash	\$108,842.52	\$ 228,866.27
Investments	832,348.13	978,348.13
	<u>\$941,190.65</u>	<u>\$1,207,214.40</u>
Criminal Investigation Account (8351-29)		
Cash	\$ 5,179.81	\$ 4,575.61
Investments	269,693.75	140,093.75
	<u>\$274,873.56</u>	<u>\$ 144,669.36</u>

In relation to the investment balances disclosed above, subsequent to June 30, 1988, sizable losses were reported by the West Virginia State Board of Investments as having occurred during the period April 1, 1987 through June 30, 1987. The amount shown as Investments above has not been adjusted to reflect any decline in the available balance of invested funds. The West Virginia State Board of Investments has not determined the required adjustment necessary to reflect any decline in the balance of invested funds. Instead, the West Virginia State Board of Investments has voted to establish an amortization fund composed of zero coupon bonds to fund any deficit in the Consolidated Fund Unrestricted - Pool Number 100.

SUPPLEMENTAL INFORMATION

WEST VIRGINIA DEPARTMENT OF PUBLIC SAFETY
 STATEMENTS OF APPROPRIATIONS AND EXPENDITURES
 GENERAL REVENUE

	Year Ended June 30,	
	1988	1987
<u>Personal Services - Account 5700-00</u>		
Appropriations	\$-0-	\$16,992,125.00
Expenditures	-0-	16,419,861.49
	-0-	572,263.51
Transmittals Paid After June 30	-0-	121,804.92
Balance	\$-0-	\$ 694,068.43
<u>Current Expenses - Account 5700-01</u>		
Appropriations	\$-0-	\$ 7,648,980.00
Expenditures	-0-	6,747,245.27
	-0-	901,734.73
Transmittals Paid After June 30	-0-	662,157.52
Balance	\$-0-	\$ 1,563,892.25
<u>Repairs and Alterations - Account 5700-02</u>		
Appropriations	\$-0-	\$ 300,000.00
Expenditures	-0-	219,241.20
	-0-	80,758.80
Transmittals Paid After June 30	-0-	29,942.34
Balance	\$-0-	\$ 110,701.14

WEST VIRGINIA DEPARTMENT OF PUBLIC SAFETY
 STATEMENTS OF APPROPRIATIONS AND EXPENDITURES
 GENERAL REVENUE

	Year Ended June 30,	
	1988	1987
<u>Equipment - Account 5700-03</u>		
Appropriations	\$ -0-	\$2,100,000.00
Expenditures	-0-	2,052,682.63
	-0-	47,317.37
Transmittals Paid After June 30	-0-	29,087.18
Balance	\$ -0-	\$ 76,404.55
 <u>Emergency Fund - Account 5700-04</u>		
Appropriations	\$ -0-	\$ 10,000.00
Expenditures	-0-	-0-
	-0-	10,000.00
Transmittals Paid After June 30	-0-	-0-
Balance	\$ -0-	\$ 10,000.00
 <u>Unclassified - Account 5700-15</u>		
Appropriations	\$24,458,710.00	\$ -0-
Expenditures:		
Personal Services	17,055,791.12	-0-
Current Expense	5,850,404.09	-0-
Repairs and Alterations	202,652.09	-0-
Equipment	583,295.86	-0-
	23,692,143.16	-0-
	766,566.84	-0-
Transmittals Paid After June 30	1,488,431.96	-0-
Balance	\$ 2,254,998.80	\$ -0-

WEST VIRGINIA DEPARTMENT OF PUBLIC SAFETY
 STATEMENTS OF APPROPRIATIONS AND EXPENDITURES
 GENERAL REVENUE

	Year Ended June 30,	
	1988	1987
<u>Annual Increment - Account 5700-66</u>		
Appropriations	\$-0-	\$86,328.00
Expenditures	-0-	79,776.00
	-0-	6,552.00
Transmittals Paid After June 30	-0-	-0-
Balance	\$-0-	\$ 6,552.00
 <u>Claims Against the State - Account 5700-79</u>		
Appropriations	\$-0-	\$ 639.00
Reappropriations - FY1986	-0-	32.98
FY1987	135.00	-0-
	135.00	671.98
Expenditures	-0-	536.98
	135.00	135.00
Transmittals Paid After June 30	-0-	-0-
Balance	\$135.00	\$ 135.00

WEST VIRGINIA DEPARTMENT OF PUBLIC SAFETY
 STATEMENTS OF APPROPRIATIONS AND EXPENDITURES
 SPECIAL REVENUE

	Year Ended June 30,	
	1988	1987
<u>Motor Vehicle Inspection Fund</u>		
<u>Personal Services - Account 8350-00</u>		
Appropriations	\$-0-	\$450,128.00
Expenditures	-0-	365,288.07
	-0-	84,839.93
Transmittals Paid After June 30	-0-	2,141.02
Balance	\$-0-	\$ 86,980.95
 <u>Current Expenses - Account 8350-01</u>		
Appropriations	\$-0-	\$184,490.00
Expenditures	-0-	149,796.58
	-0-	34,693.42
Transmittals Paid After June 30	-0-	252.87
Balance	\$-0-	\$ 34,946.29
 <u>Repairs and Alterations - Account 8350-02</u>		
Appropriations	\$-0-	\$ 1,000.00
Expenditures	-0-	-0-
	-0-	-0-
Transmittals Paid After June 30	-0-	-0-
Balance	\$-0-	\$ 1,000.00

WEST VIRGINIA DEPARTMENT OF PUBLIC SAFETY
 STATEMENTS OF APPROPRIATIONS/CASH RECEIPTS AND
 EXPENDITURES/DISBURSEMENTS
 SPECIAL REVENUE

	Year Ended June 30,	
	1988	1987
<u>Equipment - Account 8350-03</u>		
Appropriations	\$ -0-	\$12,000.00
Expenditures	-0-	-0-
	-0-	12,000.00
Transmittals Paid After June 30	-0-	-0-
Balance	\$ -0-	\$12,000.00
<u>Refunds of Erroneous Payments - Account 8350-08</u>		
Cash Receipts	\$ 4,511.50	\$ 1,406.50
Disbursements	4,511.50	1,406.50
	-0-	-0-
Transmittals Paid After June 30	-0-	-0-
Balance	\$ -0-	\$ -0-
<u>Unclassified - Account 8350-11</u>		
Appropriations	\$664,002.00	\$ -0-
Expenditures:		
Personal Services	462,817.45	-0-
Current Expenses	190,439.34	-0-
Equipment	646.00	-0-
	653,902.79	-0-
	10,099.21	-0-
Transmittals Paid After June 30	12,234.94	-0-
Balance	\$ 22,334.15	\$ -0-

WEST VIRGINIA DEPARTMENT OF PUBLIC SAFETY
 STATEMENTS OF APPROPRIATIONS/CASH RECEIPTS AND
 EXPENDITURES/DISBURSEMENTS
 SPECIAL REVENUE

	Year Ended June 30,	
	1988	1987
<u>Surplus Funds Transfer Account - Account 8350-16</u>		
Cash Receipts	\$289,067.63	\$ -0-
Disbursements	289,067.63	-0-
	-0-	-0-
Transmittals Paid After June 30	-0-	-0-
Balance	\$ -0-	\$ -0-
<u>Annual Increment - Account 8350-66</u>		
Appropriations	\$ -0-	\$ 1,512.00
Expenditures	-0-	1,512.00
	-0-	-0-
Transmittals Paid After June 30	-0-	-0-
Balance	\$ -0-	\$ -0-

WEST VIRGINIA DEPARTMENT OF PUBLIC SAFETY
STATEMENT OF CHANGES IN INVESTMENT BALANCE

	Year Ended June 30,	
	1988	1987
<u>Investments--Account 8350-12</u>		
Additions:		
Transfers to State Board of Investments	\$836,000.00	\$130,000.00
Interest Reinvested	17,935.44	8,385.72
	853,935.44	138,385.72
Deductions:		
Withdrawals from State Board of Investments	853,935.44	138,385.72
	-0-	-0-
Beginning Balance	-0-	-0-
Ending Balance	\$ -0-	\$ -0-

WEST VIRGINIA DEPARTMENT OF PUBLIC SAFETY
 STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
 CASH CONTROL - ACCOUNT 8350-99

	<u>Year Ended June 30,</u>	
	<u>1988</u>	<u>1987</u>
Beginning Balance:		
State Treasury	\$ 291,461.52	\$103,400.97
Cash Receipts:		
Inspection Sticker Fees	1,277,174.50	807,018.50
Interest on Investments	17,935.44	8,385.72
	<u>1,295,109.94</u>	<u>815,404.22</u>
TOTAL CASH TO ACCOUNT FOR	<u>\$1,586,571.46</u>	<u>\$918,805.19</u>

	<u>Year Ended June 30,</u>	
	<u>1988</u>	<u>1987</u>
Ending Balance:		
State Treasury	\$ 630,995.15	\$291,461.52
Disbursements:		
Personal Services	462,817.45	365,288.07
Current Expenses	190,439.34	149,796.58
Equipment	646.00	-0-
Refunds	4,511.50	1,406.50
Annual Increment	-0-	1,512.00
Transfer of Surplus Funds	289,067.63	92,180.14
Transfers of Interest	17,935.44	8,385.72
	<u>965,417.36</u>	<u>618,569.01</u>
Add Transmittals Paid After June 30		
Beginning and (Less Transmittals		
Paid After June 30 Ending)		
Personal Services	2,141.02	4,192.28
Current Expenses	252.87	6,976.27
Personal Services	(3,022.14)	(2,141.02)
Current Expenses	(9,212.80)	(252.87)
	<u>(9,841.05)</u>	<u>8,774.66</u>
	<u>955,576.31</u>	<u>627,343.67</u>
TOTAL CASH ACCOUNTED FOR	<u>\$1,586,571.46</u>	<u>\$918,805.19</u>

WEST VIRGINIA DEPARTMENT OF PUBLIC SAFETY
 STATEMENTS OF APPROPRIATIONS AND EXPENDITURES
 SPECIAL REVENUE

	Year Ended June 30,	
	1988	1987
<u>SPECIAL SURPLUS - BARRACK CONSTRUCTION</u>		
<u>Buildings - Repairs and Alterations-</u>		
<u>Account 8352-07</u>		
Governor's Appropriation	\$163,603.32	\$ 6,401.43
Expenditures	153,634.47	773.11
	9,968.85	5,628.32
Transmittals Paid After June 30	-0-	-0-
Balance	\$ 9,968.85	\$ 5,628.32
<u>New Roof - Building B -</u>		
<u>State Police Academy</u>		
<u>Account 8352-54</u>		
Governor's Appropriation	\$ -0-	\$ 3,230.00
Expenditures	-0-	-0-
	-0-	3,230.00
Transmittals Paid After June 30	-0-	-0-
Balance	\$ -0-	\$ 3,230.00
<u>Company "C" Headquarters Building - Roof Repair-</u>		
<u>Account 8352-55</u>		
Governor's Appropriation	\$ -0-	\$35,810.00
Expenditures	-0-	35,810.00
	-0-	-0-
Transmittals Paid After June 30	-0-	-0-
Balance	\$ -0-	\$ -0-

WEST VIRGINIA DEPARTMENT OF PUBLIC SAFETY
 STATEMENTS OF APPROPRIATIONS AND EXPENDITURES
 SPECIAL REVENUE

	Year Ended June 30,	
	1988	1987
<u>Driver Testing Center - Roof Repair-</u>		
<u>Account 8352-56</u>		
Governor's Appropriation	\$ -0-	\$10,000.00
Expenditures	-0-	7,409.00
	-0-	2,591.00
Transmittals Paid After June 30	-0-	-0-
Balance	\$ -0-	\$ 2,591.00
<u>Chapmanville Detachment-</u>		
<u>Account 8352-57</u>		
Governor's Appropriation	\$150,125.00	\$ -0-
Expenditures	-0-	-0-
	150,125.00	-0-
Transmittals Paid After June 30	-0-	-0-
Balance	\$150,125.00	\$ -0-
<u>Roof Replacement - "A" Building State</u>		
<u>Police Academy - Account 8352-58</u>		
Governor's Appropriation	\$ 30,000.00	\$ -0-
Expenditures	24,250.00	-0-
	5,750.00	-0-
Transmittals After June 30	-0-	-0-
Balance	\$ 5,750.00	\$ -0-

WEST VIRGINIA DEPARTMENT OF PUBLIC SAFETY
 STATEMENTS OF APPROPRIATIONS AND EXPENDITURES
 SPECIAL REVENUE

	Year Ended June 30,	
	1988	1987
<u>Company "B" Shop Area - Roof Replacement</u>		
<u>Account 8352-59</u>		
Governor's Appropriation	\$11,000.00	\$-0-
Expenditures	9,800.00	-0-
	1,200.00	-0-
Transmittals Paid After June 30	-0-	-0-
Balance	\$ 1,200.00	\$-0-
<u>Kingwood Detachment - Sewer Corrections -</u>		
<u>Account 8352-60</u>		
Governor's Appropriation	\$65,000.00	\$-0-
Expenditures	16,149.65	-0-
	48,850.35	-0-
Transmittals Paid After June 30	-0-	-0-
Balance	\$48,850.35	\$-0-
<u>Marlinton Detachment - Site Preparation,</u>		
<u>Foundation and Outside Framing - Account 8352-61</u>		
Governor's Appropriation	\$55,000.00	\$-0-
Expenditures	42,869.80	-0-
	\$12,130.20	-0-
Transmittals Paid After June 30	-0-	-0-
Balance	\$12,130.20	\$-0-

WEST VIRGINIA DEPARTMENT OF PUBLIC SAFETY
 STATEMENT OF APPROPRIATIONS AND EXPENDITURES
 SPECIAL REVENUE

	Year Ended June 30,	
	1988	1987
<u>Jesse Detachment - Barracks Repair and Construction - Account 8352-62</u>		
Governor's Appropriations	\$ 8,000.00	\$ -0-
Expenditures	-0-	-0-
	8,000.00	-0-
Transmittals Paid After June 30	-0-	-0-
Balance	\$ 8,000.00	\$ -0-

WEST VIRGINIA DEPARTMENT OF PUBLIC SAFETY
STATEMENT OF CHANGES IN INVESTMENT BALANCE

	Year Ended June 30,	
	1988	1987
<u>Investments-Account 8352-12</u>		
Additions:		
Transfers to State Board of Investments	\$250,000.00	\$ 75,000.00
Interest Reinvested	24,746.94	17,678.45
	274,746.94	92,678.45
Reductions:		
Withdrawals from State Board of Investments	234,746.94	47,678.45
	40,000.00	45,000.00
Beginning Balance	166,607.49	121,607.49
Ending Balance	\$206,607.49	\$166,607.49

WEST VIRGINIA DEPARTMENT OF PUBLIC SAFETY
 STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
 CASH CONTROL - ACCOUNT 8352-99

	<u>Year Ended June 30,</u>	
	<u>1988</u>	<u>1987</u>
Beginning Balance:		
State Treasury	\$ 4,826.42	\$ 1,638.39
Receipts:		
Transfer Barracks and Repairs	289,067.63	92,180.14
Interest on Investments	24,746.94	17,678.45
	<u>313,814.57</u>	<u>109,858.59</u>
TOTAL CASH TO ACCOUNT FOR	<u>\$318,640.99</u>	<u>\$111,496.98</u>

	<u>Year Ended June 30,</u>	
	<u>1988</u>	<u>1987</u>
Ending Balance:		
State Treasury	\$ 7,190.13	\$ 4,826.42
Disbursements:		
Repairs and Alterations	153,634.47	773.11
Other Extraordinary Disbursements	93,069.45	43,219.00
Investments (Net)	40,000.00	45,000.00
Transfers of Interest	24,746.94	17,678.45
	<u>311,450.86</u>	<u>106,670.56</u>
TOTAL CASH ACCOUNTED FOR	<u>\$318,640.99</u>	<u>\$111,496.98</u>

WEST VIRGINIA DEPARTMENT OF PUBLIC SAFETY
 STATEMENTS OF APPROPRIATIONS AND EXPENDITURES
 SPECIAL REVENUE

	Year Ended June 30,	
	1988	1987
<u>DRUNK DRIVING PREVENTION FUND</u>		
<u>Current Expenses -</u>		
<u>Account 8355-01</u>		
Appropriations	\$ -0-	\$595,000.00
Expenditures	-0-	377,874.95
	-0-	217,125.05
Transmittals Paid After June 30	-0-	74,615.52
Balance	\$ -0-	\$291,740.57
 <u>Equipment -</u>		
<u>Account 8355-03</u>		
Appropriations	\$ -0-	\$ 5,000.00
Expenditures	-0-	248.69
	-0-	4,751.31
Transmittals Paid After June 30	-0-	-0-
Balance	\$ -0-	\$ 4,751.31
 <u>Unclassified -</u>		
<u>Account 8355-12</u>		
Appropriations	\$ 665,000.00	\$ -0-
Expenditures:		
Current Expenses	541,534.92	-0-
Equipment	1,136.70	-0-
	542,671.62	-0-
	122,328.38	-0-
Transmittals Paid After June 30	29,564.81	-0-
Balance	\$ 151,893.19	\$ -0-

WEST VIRGINIA DEPARTMENT OF PUBLIC SAFETY
STATEMENT OF CHANGES IN INVESTMENT BALANCE

	Year Ended June 30,	
	1988	1987
<u>Investments-Account 8355-10</u>		
Additions:		
Transfers to State Board of Investments	\$393,000.00	\$390,000.00
Interest Reinvested	92,328.41	120,158.91
	485,328.41	510,158.91
Deductions:		
Withdrawals from State Board of Investments	631,328.41	340,158.91
	(146,000.00)	170,000.00
Beginning Balance	978,348.13	808,348.13
Ending Balance	\$832,348.13	\$978,348.13

WEST VIRGINIA DEPARTMENT OF PUBLIC SAFETY
 STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
 CASH CONTROL - ACCOUNT 8355-99

	<u>Year Ended June 30,</u>	
	<u>1988</u>	<u>1987</u>
Beginning Balance:		
State Treasury	\$228,866.27	\$256,194.20
Cash Receipts:		
Interest on Investments	92,328.41	120,158.91
Revenue From Tax on Liquor	<u>321,698.58</u>	<u>446,180.19</u>
	<u>414,026.99</u>	<u>566,339.10</u>
TOTAL CASH TO ACCOUNT FOR	<u><u>\$642,893.26</u></u>	<u><u>\$822,533.30</u></u>

	<u>Year Ended June 30,</u>	
	<u>1988</u>	<u>1987</u>
Ending Balance:		
State Treasury	\$108,842.52	\$228,866.27
Disbursements:		
Current Expenses	541,534.92	377,874.95
Equipment	1,136.70	248.69
Investments (Net)	(146,000.00)	170,000.00
Transfers of Interest	92,328.41	120,158.91
	<u>489,000.03</u>	<u>668,282.55</u>
Add Transmittals Paid After June 30 Beginning and (Less Transmittals Paid After June 30 Ending)		
(Current Expenses)	74,615.52	-0-
(Current Expenses)	<u>(29,564.81)</u>	<u>(74,615.52)</u>
	45,050.71	<u>(74,615.52)</u>
	<u>534,050.74</u>	<u>593,667.03</u>
TOTAL CASH ACCOUNTED FOR	<u>\$642,893.26</u>	<u>\$822,533.30</u>

WEST VIRGINIA DEPARTMENT OF PUBLIC SAFETY
 STATEMENTS OF APPROPRIATIONS AND EXPENDITURES
 FEDERAL PROGRAM

	Year Ended June 30,	
	1988	1987
<u>Consolidated Federal Fund-</u>		
<u>General Administration</u>		
<u>Personal Services - Account 7946-00</u>		
Appropriations	\$ -0-	\$ 15,318.00
Reappropriations - FY 1986	704.00	2,537.84
FY 1987	87,742.68	-0-
Governor's Appropriation	-0-	112,000.00
	88,446.68	129,855.84
 Expenditures	 8,334.72	 41,409.16
	80,111.96	88,446.68
 Transmittals Paid After June 30	 -0-	 -0-
Balance	\$80,111.96	\$ 88,446.68
<u>Current Expenses - Account 7946-01</u>		
Appropriations	\$ -0-	\$133,005.00
Reappropriations - FY 1986	23,352.35	23,352.35
FY 1987	54,074.09	-0-
	77,426.44	156,357.35
 Expenditures	 1,507.82	 78,930.91
	75,918.62	77,426.44
 Transmittals Paid After June 30	 -0-	 -0-
Balance	\$75,918.62	\$ 77,426.44
<u>Equipment - Account 7946-03</u>		
Appropriations	\$ -0-	\$ 10,000.00
Reappropriations - FY 1986	-0-	25.00
	-0-	10,025.00
 Expenditures	 -0-	 10,025.00
	-0-	-0-
 Transmittals Paid After June 30	 -0-	 -0-
Balance	\$ -0-	\$ -0-

WEST VIRGINIA DEPARTMENT OF PUBLIC SAFETY
 STATEMENTS OF APPROPRIATIONS/CASH RECEIPTS AND
 EXPENDITURES/DISBURSEMENTS
 FEDERAL PROGRAM

	<u>Year Ended June 30,</u>	
	<u>1988</u>	<u>1987</u>
<u>Refunds - Account 7946-08</u>		
Cash Receipts	\$ 1.49	\$765.40
Disbursements	<u>1.49</u>	<u>765.40</u>
	-0-	-0-
Transmittals Paid After June 30	<u>-0-</u>	<u>-0-</u>
Balance	<u>\$ -0-</u>	<u>\$-0-</u>
<u>Unclassified - Account 7946-15</u>		
Appropriations	\$348,926.00	\$-0-
Expenditures:		
Personal Services	30,757.50	-0-
Current Expenses	91,794.86	-0-
Repair and Alterations	<u>7,997.73</u>	<u>-0-</u>
	<u>130,550.09</u>	<u>-0-</u>
	218,375.91	-0-
Transmittals Paid After June 30	<u>-0-</u>	<u>-0-</u>
Balance	<u>\$218,375.91</u>	<u>\$-0-</u>
<u>Annual Increment - Account 7946-66</u>		
Appropriations	\$ -0-	\$288.00
Expenditures	<u>-0-</u>	<u>288.00</u>
	-0-	-0-
Transmittals Paid After June 30	<u>-0-</u>	<u>-0-</u>
Balance	<u>\$ -0-</u>	<u>\$-0-</u>

WEST VIRGINIA DEPARTMENT OF PUBLIC SAFETY
 STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
 CASH CONTROL - ACCOUNT 7946-99

	<u>Year Ended June 30,</u>	
	<u>1988</u>	<u>1987</u>
Beginning Balance:		
State Treasury	\$ 51,039.09	\$ 1,956.73
Cash Receipts:		
Federal Funds - Department of Agriculture	3,630.00	3,000.00
Federal Funds - Department of Justice	114,579.33	156,306.24
Federal Funds - Department of Transportation	18,551.84	21,194.59
	<u>136,761.17</u>	<u>180,500.83</u>
TOTAL CASH TO ACCOUNT FOR	<u>\$187,800.26</u>	<u>\$182,457.56</u>

	<u>Year Ended June 30,</u>	
	<u>1988</u>	<u>1987</u>
Ending Balance:		
State Treasury	\$47,406.14	\$51,039.09
Disbursements:		
Personal Services	39,092.22	41,409.16
Current Expenses	93,302.68	78,930.91
Equipment	7,997.73	10,025.00
Annual Increment	-0-	288.00
Refunds	1.49	765.40
	<u>140,394.12</u>	<u>131,418.47</u>
TOTAL CASH ACCOUNTED FOR	<u>\$187,800.26</u>	<u>\$182,457.56</u>

WEST VIRGINIA DEPARTMENT OF PUBLIC SAFETY
 STATEMENTS OF CASH RECEIPTS, DISBURSEMENTS
 AND CHANGES IN CASH BALANCE
 FEDERAL PROGRAM

	Year Ended June 30,	
	1988	1987
<u>Miscellaneous Non-Federal Grants-</u>		
<u>Account 8351-04</u>		
Cash Receipts:		
Federal Funds	\$ -0-	\$ 56,677.00
Insurance Claims and Refunds	3,634.21	83,083.89
Criminal Justice and Highway Safety		
Cost-Reimbursement-Non-Federal	377,839.94	93,130.52
	381,474.15	232,891.41
Disbursements:		
Personal Services	-0-	90.16
Current Expenses	171,792.73	112,762.48
Repairs and Alterations	80,473.71	102.50
Equipment	146,840.76	35,253.07
Other Extraordinary Disbursements	62,910.77	3,432.34
Other Disbursements	-0-	10,999.77
	462,017.97	162,640.32
Cash Receipts (Under) Over Disbursements	(80,543.82)	70,251.09
Beginning Balance	88,013.63	17,762.54
Ending Balance	\$ 7,469.81	\$ 88,013.63
 <u>Emergency Medical Services -</u>		
<u>Account 8351-24</u>		
Cash Receipts:		
Federal Funds	\$ -0-	\$ 6,666.67
Disbursements:		
Current Expenses	-0-	5,033.84
Equipment	-0-	5,257.32
	-0-	10,291.16
Cash Receipts (Under) Disbursements	-0-	(3,624.49)
Beginning Balance	-0-	3,624.49
Ending Balance	\$ -0-	\$ -0-

WEST VIRGINIA DEPARTMENT OF PUBLIC SAFETY
 STATEMENTS OF CASH RECEIPTS, DISBURSEMENTS
 AND CHANGES IN CASH BALANCE
 FEDERAL PROGRAM

	Year Ended June 30,	
	1988	1987
<u>Helicopter Insurance Loss Reimbursement-</u>		
<u>Account 8351-28</u>		
Cash Receipts:	\$ -0-	\$ -0-
Disbursements:		
Current Expenses	<u>2,494.69</u>	<u>-0-</u>
Cash Receipts (Under) Disbursements	(2,494.69)	-0-
Beginning Balance	<u>8,908.80</u>	<u>8,908.80</u>
Ending Balance	<u>\$6,414.11</u>	<u>\$8,908.80</u>
 <u>Criminal Investigation - Account 8351-29</u>		
Cash Receipts:		
Refunds	\$ 6.00	\$ -0-
Gifts, Grants and Donations	181,357.46	63,826.20
Interest Receipts	15,997.26	15,588.03
Investments	-0-	<u>41,794.01</u>
	<u>197,360.72</u>	<u>121,208.24</u>
Disbursements:		
Personal Services	2,234.48	1,381.56
Current Expenses	48,924.78	48,445.99
Repairs and Alterations	-0-	283.00
Equipment	-0-	70,934.05
Transfers to Investments	129,600.00	-0-
Interest Transfers	<u>15,997.26</u>	<u>15,588.03</u>
	<u>196,756.52</u>	<u>136,632.63</u>
Cash Receipts Over (Under) Disbursements	604.20	(15,424.39)
Beginning Balance	<u>4,575.61</u>	<u>20,000.00</u>
Ending Balance	<u>\$ 5,179.81</u>	<u>\$ 4,575.61</u>

WEST VIRGINIA DEPARTMENT OF PUBLIC SAFETY
STATEMENT OF CHANGES IN INVESTMENT BALANCE

	Year Ended June 30,	
	1988	1987
<u>Investments--Account 8351-29</u>		
Additions:		
Transfers to State Board of Investments	\$271,600.00	\$167,705.99
Interest Reinvested	15,997.26	15,588.03
	287,597.26	183,294.02
Deductions:		
Withdrawals from State Board of Investments	157,997.26	225,088.03
	129,600.00	(41,794.01)
Beginning Balance	140,093.75	181,887.76
Ending Balance	\$269,693.75	\$140,093.75

WEST VIRGINIA DEPARTMENT OF PUBLIC SAFETY
 STATEMENTS OF CASH RECEIPTS, DISBURSEMENTS
 AND CHANGES IN CASH BALANCE
 FEDERAL PROGRAM

	Year Ended June 30,	
	1988	1987
<u>Drunk Driving Commission - Grants - Account 8351-30</u>		
Cash Receipts:		
Criminal Justice and Highway Safety	\$338,498.34	\$219,302.54
Disbursements:		
Personal Services	17,088.00	1,400.00
Current Expenses	41,279.92	35,471.11
Repairs and Alterations	6,446.30	8,073.92
Equipment	6,400.63	167,064.66
	71,214.85	212,009.69
Cash Receipts Over Disbursements	267,283.49	7,292.85
Beginning Balance	50,750.19	43,457.34
Ending Balance	\$318,033.68	\$ 50,750.19
<u>Flood Disaster - November 1985 - Account 8351-50</u>		
Cash Receipts:		
Refunds	\$ -0-	\$ 14,524.10
Receipt of Flood Money	32,419.71	30,168.00
	32,419.71	44,692.10
Disbursements:		
Personal Services	-0-	5,979.15
Current Expenses	28,203.34	11,272.02
Repairs and Alterations	-0-	50.27
Equipment	8,229.37	2,514.29
Transfer Federal Funds	-0-	20,863.37
	36,432.71	40,679.10
Cash Receipts (Under) Over Disbursements	(4,013.00)	4,013.00
Beginning Balance	4,013.00	-0-
Ending Balance	\$ -0-	\$ 4,013.00

WEST VIRGINIA DEPARTMENT OF PUBLIC SAFETY
STATEMENT OF CASH RECEIPTS, DISBURSEMENTS
AND CHANGES IN CASH BALANCE
FEDERAL PROGRAM

	Year Ended June 30,	
	1988	1987
<u>Basic Police Recruit Training Course -</u>		
<u>Account 8353-13</u>		
Cash Receipts:		
Criminal Justice and Highway Safety Cost Reimbursement - Non-Federal	\$271,783.25	\$295,225.94
Disbursements:		
Personal Services	80,870.75	81,931.37
Current Expenses	197,281.43	221,839.49
Equipment	85.75	2,496.00
	<u>278,237.93</u>	<u>306,266.86</u>
Cash Receipts (Under) Disbursements	(6,454.68)	(11,040.92)
Beginning Balance	<u>19,677.06</u>	<u>30,717.98</u>
Ending Balance	<u>\$ 13,222.38</u>	<u>\$ 19,677.06</u>

WEST VIRGINIA DEPARTMENT OF PUBLIC SAFETY
RECONCILIATIONS
SPECIAL REVENUE/FEDERAL PROGRAMS
JUNE 30, 1988

Cash Control - Account 8350-99

Balance per State Treasury and Agency \$630,995.15

Cash Control - Account 8352-99

Balance per State Treasury and Agency \$ 7,190.13

Cash Control - Account 8355-99

Balance per Agency \$107,684.58

Add:

Transmittal #2886 recorded
on State Auditor Report
but not on book

1,157.94

Balance per State Treasury

\$108,842.52

Cash Control - Account 7946-99

Balance per State Treasury and Agency \$ 47,406.14

Miscellaneous Non-Federal Grants - Account 8351-04

Balance per State Treasury and Agency \$ 7,469.81

Emergency Medical Services - Account 8351-24

Balance per State Treasury and Agency \$ -0-

Helicopter Insurance Loss Reimbursement - Account 8351-28

Balance per State Treasury and Agency \$ 6,414.11

WEST VIRGINIA DEPARTMENT OF PUBLIC SAFETY
RECONCILIATIONS
SPECIAL REVENUE/FEDERAL PROGRAMS
JUNE 30, 1988

Criminal Investigation - Account 8351-29

Balance per State Treasury and Agency

\$ 5,179.81

Drunk Driving Grants - Account 8351-30

Balance per State Treasury and Agency

\$318,033.68

Flood Disaster (1985) - Account 8351-50

Balance per State Treasury and Agency

\$ -0-

Basic Recruit School - Account 8353-13

Balance per State Treasury and Agency

\$ 13,222.38

STATE OF WEST VIRGINIA

OFFICE OF LEGISLATIVE AUDITOR, TO WIT:

I, Thedford L. Shanklin, CPA, Director of the Legislative Postaudit Division, do hereby certify that the report of audit appended hereto was made under my direction and supervision, under the provisions of the West Virginia Code, Chapter 4, Article 2, as amended, and that the same is a true and correct copy of said report.

Given under my hand this 10th day of September,

1990.

Thedford L. Shanklin

Thedford L. Shanklin, CPA, Director
Legislative Postaudit Division

Copy forwarded to the Commissioner of the Department of Finance and Administration to be filed as a public record. Copies forwarded to the West Virginia Department of Public Safety; West Virginia Division of Public Safety; Governor; Attorney General; and State Auditor.