

**STATE OF WEST VIRGINIA**  
**AUDIT REPORT**  
**OF**  
**WEST VIRGINIA STATE POLICE**  
**CRIMINAL IDENTIFICATION BUREAU**  
**RECORDS SECTION**  
**FOR THE PERIOD**  
**JULY 1, 2004 – JUNE 30, 2007**



**OFFICE OF THE LEGISLATIVE AUDITOR**  
**CAPITOL BUILDING**  
**CHARLESTON, WEST VIRGINIA 25305-0610**

**WEST VIRGINIA STATE POLICE**  
**CRIMINAL IDENTIFICATION BUREAU-RECORDS SECTION**  
**FOR THE PERIOD**  
**JULY 1, 2004 - JUNE 30, 2007**

**WEST VIRGINIA LEGISLATURE**  
*Joint Committee on Government and Finance*

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To 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 Central Abuse Registry Fund, the Bail Bond Enforcer Account, and the General Revenue Fund—Concealed Weapons Fees Account of the West Virginia State Police.

Our examination covers the period July 1, 2004 - June 30, 2007. The results of this examination are set forth on the following pages of this report.

Respectfully submitted,

A handwritten signature in cursive script that reads "Stacy L. Sneed".

Stacy L. Sneed, CPA, Director  
Legislative Post Audit Division

SLS/gkc

**WEST VIRGINIA STATE POLICE**  
**CRIMINAL IDENTIFICATION BUREAU–RECORDS SECTION**  
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**WEST VIRGINIA STATE POLICE**  
**CRIMINAL IDENTIFICATION BUREAU–RECORDS SECTION**  
**EXIT CONFERENCE**

We held an exit conference on July 24, 2008 with the Superintendent, Deputy Superintendent, and the Comptroller of the West Virginia State Police. All findings and recommendations were reviewed and discussed. The above officials' responses are included in bold and italics in the Executive Summary and after our recommendations in the General Remarks section of this report.

**WEST VIRGINIA STATE POLICE**  
**CRIMINAL IDENTIFICATION BUREAU–RECORDS SECTION**

**INTRODUCTION**

The West Virginia State Police [State Police] was created in 1919 by Chapter 15, Article 2 of the West Virginia Code, as amended, and continues to operate in accordance with the following mission statement:

“It is the mission of the West Virginia State Police to provide direct and indirect law enforcement services, in a proficient and courteous manner, to the citizens of the state and to other law enforcement entities to ensure the continued security of persons, residential, governmental and business properties, and the safety of motorists operating on the state’s streets and highways.”

As West Virginia’s statewide law enforcement agency, the State Police is charged with the responsibility of general and special law enforcement criminal investigation services with concentration in rural, unincorporated areas of the state. Troopers conduct highway patrol and traffic enforcement for both unincorporated areas and highways, and provide security and police services throughout the state for many athletic events, fairs, and festivals.

The State Police also provides the following services to law enforcement agencies and governmental entities within the state: central criminal record historical repository; central law enforcement reporting data clearinghouse; forensic laboratory services; law enforcement training, certification, and annual in-service; West Virginia motor vehicle inspection program; legislative security; executive protection service; natural disaster or emergency assistance to other public agencies; and criminal investigation assistance to other law enforcement agencies.

In order to accomplish the mission and perform the duties and responsibilities required, the State Police is comprised of three divisions: Executive Services, Staff Services, and

Field Operations. Personnel within the Staff Services and Executive Services perform the administrative, accounting, and executive services necessary to operate the State Police. Existing organizationally within the Executive Services is Planning & Research, Media Relations, and Legal Services. Staff Services is comprised of Accounting, Communications, Criminal Records, Forensic Laboratories, Personnel, Procurement, Traffic Records, and Uniform Crime Reporting. The Criminal Identification Bureau–Records Section administers four State Police programs: Concealed Weapon Permits, Bail Bond Enforcer Registrations, Criminal History Record Checks, and Criminal Investigation Reports. Professional Standards is a separate unit of State Police Headquarters. During Fiscal Year 2007, 41 uniformed members were assigned within Staff Services and Executive Services.

Field Operations is the operational and largest division of the State Police. Field Operations is responsible for providing necessary police functions to all citizens of this state. These functions are provided on a daily basis by seven uniformed Field Troops, which are divided into 20 Districts consisting of 65 detachments. In addition, Troop Eight, the Bureau of Criminal Investigations, provides personnel statewide for undercover and criminal investigations. Special Operations, Executive Protection and the Training Academy are organizationally within Field Operations.

As of June 30, 2007, there were 652 uniformed members assigned to the Field Operations Division. The State Police employed 349 civilian personnel during the 2007 fiscal year.\*

*\*Information obtained from the West Virginia State Police 2007 Annual Report.*

**WEST VIRGINIA STATE POLICE**  
**CRIMINAL IDENTIFICATION BUREAU–RECORDS SECTION**  
**ADMINISTRATIVE OFFICERS AND STAFF**  
**AS OF JUNE 30, 2007**

Colonel D. L. Lemmon . . . . . Superintendent  
(January 17, 2005–Present)

Colonel H. E. Hill, Jr. . . . . Superintendent  
(July 1, 2004–January 16, 2005)

Lieutenant Colonel S. C. Tucker. . . . . Deputy Superintendent  
(January 17, 2005–Present)

Lieutenant Colonel D. G. Williams. . . . . Deputy Superintendent  
(July 1, 2004–January 16, 2005)

Vacant. . . . . Chief of Staff Services  
(January 17, 2005–Present)

Lieutenant Colonel S. C. Tucker. . . . . Chief of Staff Services  
(July 1, 2004–January 16, 2005)

Lieutenant Colonel B. A. Sloan. . . . . Chief of Field Operations  
(January 17, 2005–Present)

Major K. S. Stickler. . . . . Chief of Field Operations  
(July 1, 2004–January 16, 2005)

Major D. G. Williams. . . . . Chief of Executive Services  
(January 17, 2005–Present)

Major G. L. McGraw. . . . . Chief of Executive Services  
(July 1, 2004–January 16, 2005)

Captain M. G. DeBord. . . . . Deputy Chief of Staff  
(January 17, 2005–Present)

Vacant. . . . . Deputy Chief of Staff  
(July 1, 2004–January 16, 2005)

Captain D. W. Skeen. . . . . Director of Planning and Research  
Captain J. A. Parsons. . . . . Director of Professional Standards  
Captain J. W. Gundy. . . . . Director of Training  
(November 1, 2004–Present)  
Captain J. A. Ferda. . . . . Director of Training  
(July 1, 2004–October 14, 2004)

**CRIMINAL IDENTIFICATION BUREAU–RECORDS SECTION**

First Lieutenant M.G. Corsaro. . . . . Director  
(August 26, 2005–Present)  
Technical First Lieutenant T.A. Barrick. . . . . Director  
(July 1, 2004–August 25, 2005)  
Technical Second Lieutenant J.L. Hudson. . . . . Deputy Director

## WEST VIRGINIA STATE POLICE

### CRIMINAL IDENTIFICATION BUREAU–RECORDS SECTION

#### EXECUTIVE SUMMARY

##### **Lack of Internal Controls Over Revenue Collections**

1. During our audit period of July 1, 2004 through June 30, 2007, the West Virginia State Police (WVSP) Criminal Records Section deposited more than \$1 million in receipts each fiscal year. After documenting receipt procedures and reviewing related accounting records, we noted weaknesses in the Section's internal controls and record keeping that created an environment where collections were exceedingly susceptible to loss or theft.

##### **Auditor's Recommendation**

We recommend the WVSP Criminal Records Section comply with Section 3, Subsection 1, of the West Virginia State Police Accounting Procedures Handbook, as revised. We also recommend those specific internal control recommendations listed in Numbers (1) through (4) in the "General Remarks" section of this report be implemented as soon as reasonably practical.

##### **Agency's Response**

*We agree that there are some gaps in the internal controls governing the revenue collections. (See pages 12 - 17.)*

##### **Verification of Concealed Weapon Permit Fees**

2. WVSP deposited concealed weapon permit fees totaling \$247,415.00, \$143,020.00, and \$150,030.00 for fiscal years 2007, 2006, and 2005, respectively. While reviewing the procedures and records for concealed weapon permit collections and deposits, we noted the WVSP did not have a procedure to account for license cards used by Sheriff's Departments when issuing permits. Therefore, we could not substantiate if WVSP received payment for each fee-generating permit issued by the Departments. Also, the WVSP has the statutory authority to request at any time from any Sheriff's Department a certified list of licenses issued, with application and card control numbers, for a given time period. This list could be reconciled to deposits in order to provide further assurance that the Sheriff's Department properly forwarded the correct amount of concealed weapon permit monies to the WVSP. However, the WVSP has never requested that any Sheriff's Department provide such a list.

**Auditor's Recommendation**

We recommend the WVSP Criminal Records Section comply with Chapter 61, Article 7, Section 4, of the West Virginia Code, as amended. We also recommend the Section comply with the recommendations listed in Numbers (1) and (2) below in the "General Remarks" section of this report.

**Agency's Response**

*We agree that the statute allows the Superintendent to develop the application form for the weapon permit and require each county sheriff to utilize the form when requesting a background check for licensure purposes. We do not agree with the suggestion that sequentially numbered forms would increase the existing internal controls. (See pages 17 – 20.)*

**Record-Keeping and Overpayments for Bail Bond Enforcer Permits**

3. When payments are received for Bail Bond Enforcer permits, they were identified in the accounting records by the county of residence rather than the name of the applicant. As a result, it was either very difficult or impossible for us to determine if payments were received and, if so, if payments were properly deposited for each Bail Bond Enforcer registration that was issued during our audit period. In addition, we were told overpayments of Bail Bond Enforcer applications are not refunded. For the period of July 1, 2004 through June 30, 2007, \$2,680.00 was deposited to the credit of the Bail Bond Enforcer Account (6532).

**Auditor's Recommendation**

We recommend the WVSP Criminal Records Section comply with Chapter 5A, Article 8, Section 9 (b) of the West Virginia Code and Section 3.1 of the West Virginia State Police Accounting Procedures Handbook. We further recommend the WVSP properly identify in the accounting records the name of the individuals or entities remitting payments. Finally, we recommend the Section refund all overpayments received and amend Bail Bond Enforcer application forms and checklist forms so amounts due for permits are more apparent.

**Agency's Response**

*We accept both portions of your recommendation and we have taken steps to correct the problems. We will issue refunds when future over-payments are received. (See pages 20 - 22.)*

## **Monies Not Deposited Within 24 Hours of Receipt**

4. The Criminal Records Section did not document the date payments were received for requested copies of criminal investigation reports. As a result, we were unable to determine how long these receipts were held before they were deposited. The total amount deposited into the Death, Disability, and Retirement Fund (2160) for criminal investigation report requests was \$93,010.00 for our three year audit period of July 1, 2004 - June 30, 2007. Additionally, during our audit of Bail Bond Enforcer applications, we noted monies received for Bail Bond Enforcer applications were not deposited within 24 hours of receipt. On average, deposits were made to this fund 28.5 days after the monies were received. During our three year audit period of July 1, 2004 through June 30, 2007, deposits made into the Bail Bond Enforcer Account totaled \$2,680.00.

### **Auditor's Recommendation**

We recommend the WVSP Criminal Records Section comply with Chapter 12, Article 2, Section 2 of the WV Code, as amended, and Section 3.1 of the WVSP Accounting Procedures Handbook by depositing monies intact every business day.

### **Agency's Response**

*We will comply with your recommendation regarding the timely deposit of revenue collections and will issue refunds for unfulfilled requests in the future. (See pages 22 - 24.)*

## **Erroneous Deposit**

5. We noted the WVSP Criminal Records Section erroneously deposited \$4,035.00 collected for Concealed Weapon Permits into the Bail Bond Enforcer Account (6532). The error occurred on March 8, 2005 and resulted in the FY 2005 revenues collected for Bail Bond Enforcer applications to be overstated by \$4,035.00. Conversely, the receipts for Concealed Weapon Permits were understated by the same amount in the Division of Public Safety General Revenue Fund—Concealed Weapons Fees (0453-594).

### **Auditor's Recommendation**

We recommend the WVSP Criminal Records Section comply with Chapter 51, Article 10A, Section 2, as amended, of the West Virginia Code and the State of West Virginia Expenditure Schedule Instructions and deposit Concealed Weapon Permit Fees into the Division of Public Safety General Revenue Fund – Concealed Weapons Fees (0453-594).

**Agency's Response**

*The deposit in question, WVFIMS ID D1116165 was corrected by revenue transfer, WVFIMS ID D1415866 on 03/05/08. We have taken steps to ensure that similar mistakes do not happen in the future. (See pages 24 and 25.)*

**Failure to Pay Division of Personnel Administrative Fees**

6. During our audit of the WVSP Criminal Records Section, the Division of Personnel (DOP) failed to bill the WVSP and the WVSP did not pay DOP administrative fees related to the Central Abuse Registry Fund (6527) in the amount of \$1,140.00, \$1,200.00, and \$1,200.00 for fiscal years 2005, 2006, and 2007, respectively.

**Auditor's Recommendation**

We recommend the WVSP comply with West Virginia Code Chapter 29, Article 6, Section 23, as amended. Also, we recommend the WVSP notify the DOP of their billing error in order to prevent the same error occurring repeatedly in future billing cycles.

**Agency's Response**

*As noted in the audit report, the billing error has been corrected and all fees due to the Division of Personnel are currently being paid. (See pages 25 and 26.)*

**WEST VIRGINIA STATE POLICE**  
**CRIMINAL IDENTIFICATION BUREAU-RECORDS SECTION**  
**GENERAL REMARKS**

**INTRODUCTION**

We have completed a post audit of the West Virginia State Police (WVSP) Criminal Records Section's Central Abuse Registry Fund (6527), Bail Bond Enforcer Account (6532) and the General Revenue Fund-Concealed Weapons Fees (0453-594). The audit covers the period from July 1, 2004 through June 30, 2007.

**GENERAL REVENUE FUND-CONCEALED WEAPONS FEES**

During our audit period, the WVSP Criminal Records Section deposited monies collected for Concealed Weapons Permits into the Division of Public Safety General Revenue Fund. These monies were subsequently transferred to the State General Revenue Fund.

<b><u>Fund Number</u></b>	<b><u>Description</u></b>
0453-594 .....	Concealed Weapons Fees

**SPECIAL REVENUE FUNDS**

During our audit period, the WVSP Criminal Records Section operated the Central Abuse Registry Fund and the Bail Bond Enforcer Account special revenue funds. The Central Abuse Registry Fund was created to accumulate fees associated with the requests made for Central Abuse Registry information. Pursuant to Chapter 15, Article 2C, Section 2 of the West Virginia Code, as amended, the Criminal Records Section established a Central Abuse Registry containing information relating to criminal convictions involving child abuse or neglect, abuse or neglect of an incapacitated adult or an adult receiving behavioral health services. The

information contained in the Central Abuse Registry is confidential, but the Criminal Records Section may disclose registry information to authorized law-enforcement and governmental agencies of the United States and its territories, foreign states and the State of West Virginia. The agencies “requesting” registry information must provide in writing that the information requested is necessary for the administration of official duties related to the enforcement of criminal laws. Fees collected from these “requests” are expended for registry purposes and criminal record keeping.

The Bail Bond Enforcer Account was established by Chapter 51, Article 10A, Section 2 of the West Virginia Code to collect revenues from the registration of bail bond enforcers and filing fees associated with bail bondsman authorizations. Collections are to be used for the purposes of defraying administrative and other expenses incurred due to the enactment of this article. Expenditures from this account are not authorized from collections, but are to be made only in accordance with appropriation by the Legislature.

<u>Fund Number</u>	<u>Description</u>
6527-099 .....	Central Abuse Registry Fund-Unclassified
6527-696 .....	Central Abuse Registry Fund-Collections
6532-099 .....	Bail Bond Enforcer Account
6532-696 .....	Bail Bond Enforcer Account-Collections

**COMPLIANCE MATTERS**

Chapter 15, Article 2 of the West Virginia Code generally governs the WVSP. We tested applicable sections of the above, general State regulations and other applicable chapters, articles and sections of the West Virginia Code as they pertain to fiscal matters. Our findings are discussed below.

**Lack of Internal Controls Over Revenue Collections**

During our audit period of July 1, 2004 through June 30, 2007, the West Virginia State Police Criminal Records Section (the Section) was responsible for collecting the following receipts:

<b><u>SOURCE</u></b>	<b><u>FEES</u></b>	<b><u>DEPOSITED TO</u></b>
Criminal Investigation Reports*	\$20 per report	Death Disability and Retirement Fund (2160)
Criminal History Record Checks*	\$20 per record check	Death Disability and Retirement Fund (2160)
Central Abuse Registry Checks	\$10 per information request	Central Abuse Registry Fund (6527)
Concealed Weapon Permits	\$15 per license	Division of Public Safety Fund – Concealed Weapons Fees (0453-594)
Bail Bond Enforcer Permits	\$50 per application and \$10 per authorization	Bail Bond Enforcer Account (6532)
Federal Record Checks**	\$2 per record check	Division of Public Safety Fund (0453-003&051)

\* The WVSP is statutorily required by West Virginia Code §15-2-26 to deposit fees received for Criminal Investigation Reports and Criminal History Record Checks in the Consolidated Public Retirement Board’s Death, Disability and Retirement Fund.

\*\*Fees received and deposited for Federal Record Checks are treated as a reimbursement of costs incurred.

The Section deposited the following collections into State accounts during our audit period:

<b><u>FUND NAME</u></b>	<b><u>FY 2007</u></b>	<b><u>FY 2006</u></b>	<b><u>FY 2005</u></b>	<b><u>TOTALS</u></b>
Death Disability and Retirement Fund (2160)	\$ 423,152.00	\$ 389,680.00	\$ 355,398.00	\$1,168,230.00
Central Abuse Registry Fund (6527)	243,161.00	245,680.00	223,181.00	712,022.00
Div. of Public Safety Fund – Concealed Weapons Fees (0453-594)	247,415.00	143,020.00	150,030.00	540,465.00
Div. of Public Safety Fund – Payroll Reimbursements & Misc. Exp. (0453-003&051)	212,850.00	235,812.00	306,796.00	755,458.00
Bail Bond Enforcer Account (6532)	530.00	860.00	1,290.00	2,680.00
<b>TOTALS</b>	<b>\$1,127,108.00</b>	<b>\$1,015,052.00</b>	<b>\$1,040,730.00</b>	<b>\$3,178,855.00</b>

In order to gain an understanding of the procedures and internal controls in place over the Section’s revenue collections, we conducted interviews with various staff and reviewed accounting records and other documents related to the collection and recording of receipts. We

documented the Section's revenue collection procedures and requested various Section staff to review these narratives in order to ensure their accuracy. Based on this work, we noted the following deficiencies in internal controls and record keeping:

- (a) For nearly all receipts, the payment instruments (e.g., checks, money orders or cash) along with the applicable forms requesting record checks, investigation reports or permits are received by anyone of a number of Section employees. Credit cards were not accepted as a means of payment until after the conclusion of our audit period. Each employee has the authority and ability to satisfy the request for information (record checks, investigation reports) or perform the requested task (authorize weapon or bail bond permits in the *Criminal History System* database record). This presents these employees with an opportunity to intercept payments and convert them to personal use prior to the receipts being recorded (skim receipts). Any such fraud would probably not be detected since the skimmed receipts would not have been recorded in the WVSP's accounting records and customers would likely make no inquiries since their needs would have been fulfilled.
- (b) A Team-Up electronic database record of receipts is created by the Section. However, the receipts record is not created timely since it is not completed until after record checks are performed or permits issued {see (a) above}. For Criminal Investigation Reports, the same employee not only receives monies and processes requests for copies of investigation reports—this employee is also responsible for entering the receipts into the Team-Up database.
- (c) Printouts of the Team-Up record documenting receipts are forwarded along with the payment instruments to the employee responsible for depositing the monies. This employee enters the receipts into WVFIMS and forwards copies of WVFIMS coversheets to the respective employee that entered the receipts into the Team-Up database. The Team-Up record is not reconciled (matched) to the deposits recorded into WVFIMS. If the amount deposited into WVFIMS does not match the amount recorded in Team-Up, the difference is neither investigated nor is the Team-Up record adjusted.
- (d) The Section's records are limited in their ability to provide sufficient information as to the number of items processed. The Director of the Criminal Records Section stated he has no method to determine the total number of (1) Concealed Weapon Permits, (2) Criminal History Record Checks, (3) Central Abuse Registry Checks, (4) Bail Bond Enforcer Applications, (5) Federal Record Checks and (6) Criminal Investigation Reports performed or processed by his section during our audit period, or any portion thereof, which required the submission of fees. Without such records, the ability to audit deposits is substantially reduced.

- (e) Checks and money orders are not stamped “For Deposit Only” into WVSP accounts by the employee responsible for opening the mail. Money orders and checks are more susceptible to theft when not restrictively endorsed.

The internal control weaknesses noted above prevented us from obtaining competent and sufficient evidential matter that receipts collected were properly deposited into WVSP accounts. Further, due to limitations in recording the receipts and accessing receipt information from the records, we were unable to rely and use the Section’s accounting records to perform substantive tests. It is our professional opinion that the weaknesses noted in the Section’s internal controls and record keeping created an environment where collections were susceptible to loss or theft.

Section 3, Subsection 1, of the West Virginia State Police Accounting Procedures Handbook, as revised, states in part:

“...All collections will be deposited (through the Accounting Office) intact on a daily basis. Collections will not be held up pending receipt of reports, applications, etc...Checks will be restrictively endorsed (with Division endorsement stamp) at mail opening or upon receipt for those “hand delivered” or “walked in.” All collections will be recorded on a daily basis. This record will show as a minimum the date received, payee, check number or cash receipt number, amount and purpose. **All cash and checks will be properly safeguarded pending deposit....Personnel responsible for the billing function cannot also be responsible for the collection and depositing function.**” (Emphasis Added)

One of the most fundamental elements of good internal controls is proper segregation of key accounting functions, such as: (1) receiving payments, (2) processing/filling orders, (3) recording payments in the accounting records, and (4) reconciling accounting records to deposits. Failure to segregate these duties among various personnel increases the risk that management may not become aware of lost or stolen receipts. Internal controls are further compromised if accounting records are not reconciled (matched) to deposits.

Considering the Section deposited in excess of \$1 million for each of the last three fiscal years, in our opinion there is ample justification for the nominal cost and effort necessary to enhance internal controls over revenue collections. Further, some of the Section's receipts are received as cash. Since cash is inherently more susceptible to theft, good internal controls become an even more important ingredient in protecting agency assets.

The Director of the Criminal Records Section stated the Section does not have enough employees to completely segregate accounting functions. He also stated that the Section has a backlog of requests that need to be processed. Although, we believe the Section is sufficiently staffed in order to accommodate the segregation of those key accounting functions described above at no loss of productivity beyond the transitory implementation period, additional staff may be necessary in order for the Section to efficiently process requests, permits and reports within a reasonable time frame.

In order to improve the Section's internal controls and enhance their record keeping, we suggest the WVSP Criminal Records Section comply with the following recommendations:

1. One specific employee (Employee #1) should be responsible for opening the mail and recording receipts in a "receipts log." The date received, payee, check number or cash receipt number, amount and purpose of payment should be recorded in the log. Payments and a copy of the log should be forwarded directly to the employee responsible for depositing monies (Employee #2). Employee #2 should verify the amount of receipts and sign a receipt form indicating the amount of receipts received from Employee #1. This should be returned to Employee #1 and filed. A second copy of the log prepared by Employee #1 should be forwarded to a third employee (Employee #3). This employee should be responsible for recording the receipts into the Team-Up accounting system. The document requesting permits, record checks or reports should be forwarded to Employee #4 (or multiple additional employees, if necessary) for processing. This employee(s) would be responsible for satisfying the request for information (record checks, investigation reports) or performing the requested task (authorize concealed weapon or bail bond permits in the *Criminal History System* database record). All of the receipt functions should be periodically

rotated among various Section staff. Such staff cross-training would also provide for easier employee substitution when an employee involved in the receipt function is absent from work.

2. By following the steps in recommendation Number (1) above, the Team-Up accounting records would be prepared very early in the receipts process. Also, for all receipts, the employee responsible for recording the receipts into Team-up should never have access to payment instruments (checks, cash or money orders).
3. Reconciling records prepared by multiple employees is a staple of good internal controls. A management employee not involved in either the receiving, recording or processing functions listed above should reconcile the daily receipts log, Team-Up accounting records, and WVFIMS deposit cover sheets. Any differences should be investigated and resolved.
4. In order to provide additional assurance that monies received were properly deposited, the Section's primary accounting record (Team-Up) should be designed so the number of permits, reports and requests processed can be matched to the receipts deposited for any given time period. Also, when the WVSP processes concealed weapon permits, bail bond enforcer permits, or criminal background checks, the permits are entered and the background checks are tallied into the *Criminal History* database system. This system can be accessed by Troopers as well as local law enforcement agencies in order to verify permits and perform background checks. However, the information in the system does not indicate whether or not the issued permits or the background checks performed were exempt from any associated charges—as is the case with concealed weapon permits issued to retired law enforcement officers. In order to strengthen internal controls and provide additional audit evidence that fees were properly collected, the Section should “tag” the permits and record checks in the system as fee-related or non-fee-related. This would allow the system to be audited by matching fee-related permits issued and background checks performed to the related deposits.
5. Checks and money orders should be stamped “For Deposit Only – West Virginia State Police” immediately upon receipt. Such restrictive endorsement would decrease the risk that money orders and checks would be stolen.

We recommend the WVSP Criminal Records Section comply with Section 3, Subsection 1, of the West Virginia State Police Accounting Procedures Handbook, as revised. We also recommend those specific internal control recommendations listed in Number (1) through Number (5) above to be implemented as soon as practical.

### Agency's Response

*We agree that there are some gaps in the internal controls governing the revenue collections. Our Criminal Records management staff reviewed your recommendations and they agree that there are some minor procedural changes we can make which will assist in segregating duties and increasing accountability. However, they are of the opinion that the implementation of all the components of your recommendation will require the addition of six new employees. We do not currently have the positions and funding to hire these new employees but we will pursue an improvement package for our FY 2010 budget request to address this need.*

### Verification of Concealed Weapon Permit Fees

Chapter 61, Article 7, Section 4 of the West Virginia Code, as amended, which governs the collection of fees for issuance of concealed weapon permits, states in part:

“(g) Before any approved license shall be issued or become effective, the applicant shall pay to the sheriff a fee in the amount of fifteen dollars which the sheriff shall forward to the superintendent of the West Virginia state police within thirty days of receipt...

**(j) The Superintendent of the West Virginia State Police shall prepare uniform applications for licenses and license cards showing that such license has been granted and shall do any other act required to be done to protect the State and see to the enforcement of this section....**

(m) The sheriff shall, immediately after the license is granted as aforesaid, furnish the Superintendent of the West Virginia State Police a certified copy of the approved application. It shall be the duty of the sheriff to furnish to the Superintendent of the West Virginia State Police at any time so requested a certified list of all such licenses issued in the county. The Superintendent of the West Virginia State Police shall maintain a registry of all persons who have been issued concealed weapons licenses.” **(Emphasis Added)**

According to the statute quoted above, each of the 55 County Sheriff's Departments are responsible for processing applications for concealed weapon permits. In accordance with statute, honorably retired law enforcement officers are not required to remit payment for concealed weapon permits. For all others, pending application approval, the applicant pays the Sheriff \$90.00 for which the Sheriff is statutorily required to distribute as follows: (1) \$15.00 is forwarded to the Courthouse Improvement Fund; (2) \$15.00 is forwarded to the WVSP Headquarters; and (3) \$60.00 is maintained by the Sheriff's Department. For their share, the WVSP deposited concealed weapon permit fees totaling \$247,415.00, \$143,020.00, and \$150,030.00 for fiscal years 2007, 2006, and 2005, respectively.

The statute also instructs the WVSP Superintendent to perform "... any other act required to be done to protect the State and see to the enforcement..." of the statutory directives. Nonetheless, we believe the WVSP has not implemented the internal controls necessary in order to obtain reasonable assurance that the WVSP is receiving the monies to which it is entitled. While reviewing the procedures and records for concealed weapon permit fees, we noted the following internal control deficiencies:

- (a) The WVSP is required by statute to "...prepare uniform applications for licenses and license cards....," however, many of the County Sheriff's Departments generate their own application forms and all of the Departments generate their own license cards. Further, the license cards do not have a unique identifying control number. Without such numbers the WVSP cannot account for license permits issued by Sheriff Departments and, accordingly, cannot substantiate if WVSP received payment for each fee-generating weapon's permit issued by the Sheriff Departments.
- (b) The WVSP has the statutory authority to request from any Sheriff's Department "...at any time...a certified list of all such licenses issued in the county..." Thus far according to the WVSP employee that processes applications, the WVSP has not requested such a certified list from any of the 55 Sheriffs' Departments.

As a result of the inadequate internal controls and related documentation concerning the WVSP's concealed weapon permit fee collections and deposits, we were unable to perform tests substantiating that WVSP was properly compensated for the concealed weapon permits issued by Sheriff's Departments. The procedures within the WVSP Criminal Records Section (the Section) do not allow for any reconciliation of concealed weapon permits issued to the amount collected from the Sheriff's Departments. Because of these issues, we were unable to obtain a reliable population of permits issued in order to draw samples and perform audit tests.

The Director of the Section stated the WVSP needs legislation to pass which requires the Sheriff's Departments to pre-number license cards in order to better assure themselves the Departments are remitting the proper amounts to WVSP. However, we believe State statute requires that the WVSP provide application forms and license cards to all Sheriff's Departments. We also believe the WVSP has the statutory authority to require their usage by the Departments.

Therefore, in order to comply with State statute and improve the Section's internal controls over concealed weapon permits, we suggest the Section comply with the following recommendations:

- (1) We recommend the WVSP develop application forms and permit cards. The license cards should be affixed with unique sequential control numbers. The WVSP should record the numbers of all cards issued to each County Sheriff's Department and require each of the Departments to use cards in sequence. Since fees are non-refundable if the application is denied, a licensing card control number should be assigned to each denied permit where fees were collected. The WVSP should initiate a procedure that requires Sheriff's Departments to account for all license cards. When monies are remitted to WVSP, the WVSP should confirm that all cards have been issued, or assigned to denied permits, in proper sequential order and that all voided cards have been returned to the WVSP. Finally, the WVSP should reconcile monies received from Sheriff's Departments to the number of non-voided fee generating cards used by the Departments. All discrepancies should be investigated and resolved.

- (2) We recommend the WVSP implement a procedure whereas each Sheriff's Department is periodically required to remit a certified list of licenses issued with license card control numbers, for a given time period. Such a list could be reconciled (matched) to the concealed weapon permit fees received from each respective Department for the given time period. All discrepancies should be investigated and resolved.

We recommend the WVSP Criminal Records Section comply with Chapter 61, Article 7, Section 4, of the West Virginia Code, as amended. We also recommend the Section comply with the recommendations listed in Numbers (1) and (2) above.

*Agency's Response*

*We agree that the statute allows the Superintendent to develop the application form for the weapon permit and require each county sheriff to utilize the form when requesting a background check for licensure purposes. We will develop a policy requiring the use of our form and we will deny requests in the future when some alternative form is utilized. We do not agree with the suggestion that sequentially numbered forms would increase the existing internal controls. The fee we collect is related to the maintenance of the handgun registry and our existing internal controls are adequate to tie the fee collected to the entry on the registry. The final decision regarding the issuance of a permit rests with each county sheriff and our role is simply to maintain the registry of permits from each of the fifty-five counties.*

**Record-Keeping and Overpayments for Bail Bond Enforcer Permits**

Chapter 5A, Article 8, Section 9(b) of the West Virginia Code states in part:

“The head of each agency shall:

“ . . . (b) **Make and maintain records containing adequate and proper documentation** of the organization, functions, policies, decisions, procedures and essential transactions of the agency

designed to furnish information to protect the legal and financial rights of the state and of persons directly affected by the agency's activities. . ." **(Emphasis Added)**

For the period of July 1, 2004 through June 30, 2007, \$2,680.00 was deposited to the credit of the Bail Bond Enforcer Account (6532) for Bail Bond Enforcer applications. When payments are received for applications, they are identified in the accounting records by the county of residence rather than the name of the applicant. As a result, it was either very difficult or impossible for us to determine if payments were received and, if so, if payments were properly deposited for each Bail Bond Enforcer authorization that was issued during our audit period. The employee responsible for processing Bail Bond Enforcer applications told us that she was trained by her predecessor to enter the county of residence in the accounting records and not the name of the individual remitting payment.

Section 3.1 of the West Virginia State Police Accounting Procedures Handbook Revised July 1, 2006 states in part:

"...Collections which differ from the amount due will be deposited intact...If an overpayment is involved, **a refund request will be prepared and forwarded to the Accounting Office requesting a refund to the payee...**A copy of the initial deposit slip and receipt record (log) will be attached to the request form as documentation for the refund..." **(Emphasis Added)**

We were told overpayments of Bail Bond Enforcer applications were not refunded. Each applicant must remit fees for a registration application of \$50.00. Applicants may either apply for a Registration Authorization (\$10.00) or an Enforcement Authorization (\$10.00). The Director of the Criminal Records Section stated the WVSP routinely informs applicants that only one authorization (Registration or Enforcement) is required per applicant. He added that Section employees clearly identify the amount of fees that need to be collected by

highlighting the appropriate fee portions on the applications. Nevertheless, some applicants remit both authorization fees in addition to the \$50.00 registration application fee. Each such occurrence results in a \$10.00 overpayment, which, according to Section employees, is not refunded. Since the applicants' names were not identified in the Section's accounting records for Bail Bond Enforcer receipts, we were unable to determine those applicants that remitted overpayments and the amount of overpayments during our audit period.

We recommend the WVSP Criminal Records Section comply with Chapter 5A, Article 8, Section 9(b) of the West Virginia Code and Section 3.1 of the West Virginia State Police Accounting Procedures Handbook. We further recommend the WVSP properly identify in the accounting records the names of the individuals or entities remitting payments. Finally, we recommend the Section refund all overpayments received and amend Bail Bond Enforcer application forms and checklist forms so amounts due for authorizations are more apparent.

#### Agency's Response

*We accept both portions of your recommendation and we have taken steps to correct the problems. We will issue refunds when future over-payments are received.*

#### Monies Not Deposited Within 24 Hours of Receipt

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

“All officials and employees of the state authorized by statute to accept monies due the State of West Virginia...**shall deposit within twenty-four hours with the State Treasurer all monies received and collected by them for or on behalf of the state...**”  
(Emphasis Added)

Section 3.1 of the West Virginia State Police Accounting Procedures Handbook

Revised July 1, 2006 states in part:

**“...All collections will be deposited (through the Accounting Office) intact on a daily basis....”**

The Criminal Records Section (the Section) did not document the date payments were received for requested copies of criminal investigation reports. As a result, we were unable to determine how long these receipts were held before they were deposited. The Deputy Director and an Office Assistant for the Section told us that deposits were made when the Section employee who processes the requests determines that enough monies have been collected to warrant preparation of a deposit. The total amount deposited into the Death, Disability, and Retirement Fund (2160) for criminal investigation report requests was \$93,010.00 for our three year audit period of July 1, 2004 - June 30, 2007.

Additionally, during our audit of Bail Bond Enforcer applications, we noted monies received for Bail Bond Enforcer applications were not deposited within 24 hours of receipt as required by code. On average, deposits were made to this fund every 28.5 days (ranging from a minimum of four days to a maximum of 53 days) after the monies were received by the Section. These monies are deposited into the Bail Bond Enforcer Account (6532). During our three year audit period of July 1, 2004 through June 30, 2007 deposits into this account totaled \$2,680.00.

The Director of the Section stated monies collected for Bail Bond Enforcer applications are not deposited daily because applicants may be denied and, if so, the application fees are sent back to the applicant. Nonetheless, good accounting practice dictates that receipts should be deposited within 24 hours of receipt regardless of whether the amount is deemed insignificant or the possibility exists that the applicant may be denied. Doing so decreases the risk that receipts may become lost or stolen. In addition, by not depositing these monies timely,

the WVSP is forgoing any interest the monies may have earned from the time the monies were received until they were deposited.

We recommend the WVSP Criminal Records Section comply with Chapter 12, Article 2, Section 2 of the West Virginia Code, as amended, and Section 3.1 of the West Virginia State Police Accounting Procedures Handbook, both of which require receipts be deposited intact every business day.

**Agency's Response**

*We accept both portions of your recommendation and we have taken steps to correct the problems. We will issue refunds when future over- payments are received.*

**Erroneous Deposit**

During our audit of the WVSP Criminal Records Section (the Section), we noted the Section erroneously deposited \$4,035.00 collected for concealed weapon permits into the Bail Bond Enforcer Account (6532). The error occurred on March 8, 2005 and resulted in the FY 2005 revenues collected for Bail Bond Enforcer applications to be overstated by \$4,035.00. Conversely, the receipts for concealed weapons permits were understated by the same amount in the Division of Public Safety – Concealed Weapons Permits General Revenue Fund (0453-594). The Comptroller of the WVSP agreed the monies were erroneously deposited into the wrong WVSP account.

West Virginia Code Chapter 51, Article 10A, Section 2, Subsection f(2), as amended, states, in part:

**“...There is hereby created in the state treasury a special account, designated the ‘bail bond enforcer account’. All fees collected pursuant to the provisions of this article shall be deposited in the bail bond enforcer account...” (Emphasis Added)**

West Virginia Code Chapter 61, Article 7, Section 4(g), as amended, which authorizes the collection of concealed weapon permit fees for the WVSP, states in part:

“Before any approved license shall be issued or become effective, **the applicant shall pay to the sheriff a fee in the amount of fifteen dollars which the sheriff shall forward to the superintendent of the West Virginia** state police within thirty days of receipt. Any such license shall be valid for five years throughout the state, unless sooner revoked.” **(Emphasis Added)**

The State of West Virginia Expenditure Schedule Instructions for FY 2005, which provides instructions on the usage of revenue source codes for the State general revenue accounts, states in part:

“...594 – Concealed Weapons Fee: License fee for a permit to carry a concealed weapon...”

We recommend the WVSP Criminal Records Section comply with Chapter 51, Article 10A, Section 2, as amended, of the West Virginia Code and the State of West Virginia Expenditure Schedule Instructions and deposit Concealed Weapon Permit Fees into the Division of Public Safety General Revenue Fund – Concealed Weapon Fees (0453-594).

### *Agency's Response*

*The deposit in question, WVFIMS ID D1116165 was corrected by revenue transfer, WVFIMS ID D1415866 on 03/05/08. We have taken steps to ensure that similar mistakes do not happen in the future.*

### **Failure to Pay Division of Personnel Administrative Fees**

West Virginia Code Chapter 29, Article 6, Section 23, as amended, states, in part:

“For the operation of the division, there is hereby created in the state treasury a special revolving fund to be known and designated as the ‘division of personnel fund’...**each agency...served by the division of personnel is hereby authorized and directed to transmit to the division for deposit in said special fund the**

**charges made by the division of personnel for personnel services rendered...” (Emphasis Added)**

During our audit of the WVSP Criminal Records Section, the Division of Personnel (DOP) failed to bill the WVSP and the WVSP did not pay DOP administrative fees related to the Central Abuse Registry Fund (6527) in the amount of \$1,200.00, \$1,200.00, and \$1,140.00 for fiscal years 2007, 2006, and 2005, respectively. Every State agency covered by the DOP is required to pay administrative fees to the DOP for personnel services rendered. The DOP assesses these fees in order to recover from agencies a portion of their costs incurred in administering agency personnel.

According to the DOP, billings are based on the number of permanent full-time equivalent (FTE) positions recognized in the Position Information Management System during July of each fiscal year. Each agency is billed quarterly based on this number of FTE positions regardless of any changes made to the number of FTE positions throughout the year. This information is received by the DOP from the State Budget Office.

The WVSP Comptroller stated that the DOP failed to bill the WVSP for administrative fees for those employees paid from the Central Abuse Registry Fund for fiscal years 2007, 2006, and 2005; therefore, he did not pay the administrative fees for this account. However, for fiscal year 2008, he decided to pay the administrative fees for this account even though they were not billed. The Comptroller also stated he has not contacted the DOP to inform them that they are currently not being billed for administrative fees for employees paid from the Central Abuse Registry Fund.

We recommend the WVSP comply with West Virginia Code Chapter 29, Article 6, Section 23, as amended and pay administrative fees for all employees covered by the DOP.

Also, we recommend the WVSP notify the DOP of their billing error in order to prevent the same error occurring repeatedly in future billing cycles.

**Agency's Response**

*As noted in the audit report, the billing error has been corrected and all fees due to the Division of Personnel are currently being paid.*

## INDEPENDENT AUDITORS' OPINION

The Joint Committee on Government and Finance:

We have audited the statement of cash receipts, disbursements and changes in cash balances of the West Virginia State Police Criminal Investigation Bureau – Records Section (the Section) for the years ended June 30, 2007, June 30, 2006, and June 30, 2005, and the fees deposited by the Section for Criminal Investigation Reports, Criminal History Record Checks and Concealed Weapon Permits for the years ended June 30, 2007, June 30, 2006 and June 30, 2005. The financial statement is the responsibility of the management of the West Virginia State Police. Our responsibility is to express an opinion on the financial statement based on our audit.

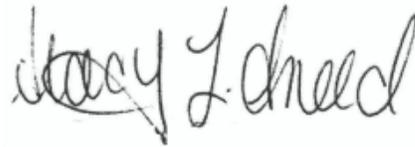
Except as discussed in the following paragraph, we conducted our audit in accordance with generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance as to whether the financial statement is free from material misstatement. An audit 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.

The West Virginia State Police does not have an adequate system of internal controls in place over the collection and deposit of revenues received by the Section. Also, the documentation supporting the Section's receipt of revenues was substantially limited in its usefulness in providing meaningful information as to whether monies received were properly deposited. As a result of these inadequacies in internal controls and limited usefulness of supporting documentation, we were unable to obtain sufficient and competent evidential matter that all fees due the West Virginia State Police were collected and, if so, whether they were properly credited to the appropriate accounts.

In our opinion, except for the effect of such adjustments, if any, as might have been determined to be necessary had we been able to examine the revenues of the WVSP Criminal Records Section, the financial statement referred to in the first paragraph above presents fairly, in all material respects, the revenues collected and expenses paid of the West Virginia State Police for the years then ended June 30, 2007, June 30, 2006, and June 30, 2005 on the basis of accounting described in Note A.

Our audit was conducted 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 audit 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.

Respectively submitted,

A handwritten signature in black ink that reads "Stacy L. Sneed". The signature is written in a cursive style with a large, stylized initial 'S'.

Stacy L. Sneed, CPA, Director  
Legislative Post Audit Division

July 29, 2008

Auditors: Stanley D. Lynch, CPA, Audit Manager  
William H. J. Spencer, III, CPA, Auditor-in-Charge  
Lori B. Elliott, Auditor II  
Derek A. O'Neal, Auditor III  
Deanna K. Lyons, Auditor I

**WEST VIRGINIA STATE POLICE**  
**CRIMINAL INVESTIGATION BUREAU – RECORDS SECTION**  
**STATEMENT OF CASH RECEIPTS, DISBURSEMENTS**  
**AND CHANGES IN CASH BALANCES**  
**SPECIAL REVENUE**

	<b><u>Year Ended June 30,</u></b>		
	<b><u>2007</u></b>	<b><u>2006</u></b>	<b><u>2005</u></b>
Cash Receipts:			
Other Collections, Fees, Licenses, and Income	\$243,691.49	\$246,540.00	\$228,505.69
Disbursements:			
Personal Services	87,873.04	106,301.39	101,739.60
Employee Benefits	39,517.55	39,478.34	42,300.10
Current Expenses	63,074.56	31,737.40	26,533.83
Assets	329,475.00	0.00	0.00
PEIA Reserve Transfer	831.00	0.00	0.00
Transfer of Funds	<u>0.00</u>	<u>998.00</u>	<u>957.00</u>
	<u>520,771.15</u>	<u>178,515.13</u>	<u>171,530.53</u>
Cash Receipts (Under)/Over Disbursements	(277,079.66)	68,024.87	56,975.16
Beginning Balance	<u>676,245.43</u>	<u>608,220.56</u>	<u>551,245.40</u>
Ending Balance	<u>\$399,165.77</u>	<u>\$676,245.43</u>	<u>\$608,220.56</u>

*See Notes to Financial Statement*

**WEST VIRGINIA STATE POLICE**  
**CRIMINAL INVESTIGATION BUREAU – RECORDS SECTION**

**NOTES TO THE FINANCIAL STATEMENTS**

**Note A - Accounting Policies**

Accounting Method: The cash basis of accounting is followed, therefore certain revenue and 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 principals.

**Note B - Pension Plan**

There are three different types of pension plans for the West Virginia State Police (WVSP). They are:

1. State Police Death, Disability, and Retirement System (Plan A)
2. West Virginia State Police Retirement System (Plan B)
3. Public Employees Retirement System (PERS)

Uniformed members hired prior to March 12, 1994 are enrolled in Plan A. These members are required to remit 9% of their salary and overtime earnings for their retirement plan. Also, the employer under Plan A matches each member with a contribution of 15%. Uniformed members hired on or after March 12, 1994 are enrolled in Plan B. Under Plan B, members are required to remit 12% of their salary into the retirement plan with a matching 12% contribution from the employer. All civilian employees of the WVSP are enrolled in PERS. These employees are required to remit 4.5% of their regular salary and overtime earnings into the retirement plan while the employer contributes 10.5%.

Contributions made to the pension plans were as follows:

	<b><u>Year Ended June 30,</u></b>		
	<b><u>2007</u></b>	<b><u>2006</u></b>	<b><u>2005</u></b>
Special Revenue	<u>\$8,525.75</u>	<u>\$10,316.09</u>	<u>\$9,885.07</u>

**Note C – Monies Deposited into the WVSP Death, Disability, and Retirement Fund**

Monies collected for regular Criminal History Record Checks and Criminal Investigation Reports are deposited into the WVSP Death, Disability, and Retirement Fund (Fund 2160) maintained by the Consolidated Public Retirement Board. These monies are not represented in the financial statement included in this report. The following table outlines these collections during our audit period:

	<u>Year Ended June 30,</u>		
	<u>2007</u>	<u>2006</u>	<u>2005</u>
Fund 2160	<u>\$423,152.00</u>	<u>\$389,680.00</u>	<u>\$355,398.00</u>

**Note D – Monies Deposited into the State General Revenue Fund**

Monies collected for Concealed Weapons Permits are deposited into the WVSP Division of Public Safety General Revenue Fund—Concealed Weapons Fees (Fund 0453-594) and subsequently transferred to the State General Revenue Fund. These monies are not represented in the financial statement included in this report; however, a financial statement is included in the supplemental information. The following table outlines these collections during our audit period:

	<u>Year Ended June 30,</u>		
	<u>2007</u>	<u>2006</u>	<u>2005</u>
Fund 0453-594	<u>\$247,415.00</u>	<u>\$143,020.00</u>	<u>\$150,030.00</u>

SUPPLEMENTAL INFORMATION

**WEST VIRGINIA STATE POLICE**  
**CRIMINAL INVESTIGATION BUREAU – RECORDS SECTION**  
**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**  
**GENERAL REVENUE**

<u>Concealed Weapons Fee - Account</u> <u>Number 0453-594</u>	<u>2007</u>	<u>Year Ended June 30,</u>	
		<u>2006</u>	<u>2005</u>
Beginning Balance:			
State Treasury	\$ 0.00	\$ 0.00	\$ 0.00
Cash Receipts:			
Concealed Weapon Fees	<u>247,415.00</u>	<u>143,020.00</u>	<u>150,030.00</u>
<b>TOTAL CASH TO ACCOUNT FOR</b>	<u>\$247,415.00</u>	<u>\$143,020.00</u>	<u>\$150,030.00</u>
Disbursements:			
Transfers to General Revenue Fund of West Virginia	\$247,415.00	\$143,020.00	\$150,030.00
Ending Balance:			
State Treasury	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>TOTAL CASH ACCOUNTED FOR</b>	<u>\$247,415.00</u>	<u>\$143,020.00</u>	<u>\$150,030.00</u>

**WEST VIRGINIA STATE POLICE**

**STATEMENT OF APPROPRIATIONS AND EXPENDITURES**

**SPECIAL REVENUE**

<u>Central Abuse Registry Fund –</u>	<u>Year Ended June 30,</u>		
<u>Unclassified Account 6527 - 099</u>	<u>2007</u>	<u>2006</u>	<u>2005</u>
Appropriations--Beginning of Year	\$197,183.00	\$190,602.00	\$204,989.00
Appropriations--H.B. 414	0.00	5,317.00	0.00
Appropriations—Governor’s Appropriation	<u>580,000.00</u>	<u>580,000.00</u>	<u>0.00</u>
	777,183.00	775,919.00	204,989.00
Expenditures:			
Personal Services	87,172.26	105,718.11	102,672.39
Employee Benefits	39,385.52	39,683.90	41,969.70
Current Expenses	70,964.52	20,482.25	11,351.83
Assets	329,475.00	0.00	0.00
PEIA Reserve Transfer	<u>831.00</u>	<u>998.00</u>	<u>957.00</u>
	<u>527,828.30</u>	<u>166,882.26</u>	<u>156,950.92</u>
	249,354.70	609,036.74	48,038.08
Expenditures After June 30	<u>23,135.57</u>	<u>4,606.38</u>	<u>3,544.10</u>
Balance	<u>\$272,490.27</u>	<u>\$613,643.12</u>	<u>\$ 51,582.18</u>

**WEST VIRGINIA STATE POLICE**  
**STATEMENT OF APPROPRIATIONS AND EXPENDITURES**  
**SPECIAL REVENUE**

<u>Central Abuse Registry Fund -</u> <u>BRIM Premium Account 6527 – 913</u>	<u>Year Ended June 30,</u>		
	<u>2007</u>	<u>2006</u>	<u>2005</u>
Appropriations	\$17,984.00	\$17,460.00	\$15,182.00
Expenditures:			
Current Expenses	<u>14,871.87</u>	<u>9,295.32</u>	<u>15,182.00</u>
	3,112.13	8,164.68	0.00
Expenditures After June 30	<u>0.00</u>	<u>(3,399.83)</u>	<u>0.00</u>
Balance	<u>\$ 3,112.13</u>	<u>\$ 4,764.85</u>	<u>\$ 0.00</u>

**WEST VIRGINIA STATE POLICE**

**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**

**SPECIAL REVENUE**

<u>Central Abuse Registry Fund</u>	<u>Year Ended June 30,</u>		
<u>Account Number 6527-640</u>	<u>2007</u>	<u>2006</u>	<u>2005</u>
Beginning Balance:			
State Treasury	\$668,035.47	\$600,870.60	\$549,220.44
Cash Receipts:			
Other Collections, Fees, Licenses, & Income	<u>243,161.49</u>	<u>245,680.00</u>	<u>223,180.69</u>
<b>TOTAL CASH TO ACCOUNT FOR</b>	<u>\$911,196.96</u>	<u>\$846,550.60</u>	<u>\$772,401.13</u>
Disbursements:			
Personal Services	\$ 87,172.26	\$105,718.11	\$102,672.39
Employee Benefits	39,385.52	39,683.90	41,969.70
Current Expenses	85,836.39	29,777.57	26,533.83
Assets	329,475.00	0.00	0.00
PEIA Reserve Transfer	831.00	0.00	0.00
Transfer of Funds	<u>0.00</u>	<u>998.00</u>	<u>957.00</u>
	542,700.17	176,177.58	172,132.92
Add Disbursements Paid July 1-31 Beginning and (Less) Disbursements Paid July 1-31 Ending:			
Personal Services	2,463.28	3,046.56	2,113.77
(Personal Services)	(1,762.50)	(2,463.28)	(3,046.56)
Employee Benefits	703.10	497.54	827.94
(Employee Benefits)	(571.07)	(703.10)	(497.54)
Current Expenses	(1,959.83)	0.00	0.00
(Current Expenses)	<u>(20,802.00)</u>	<u>1,959.83</u>	<u>0.00</u>
	<u>(21,929.02)</u>	<u>2,337.55</u>	<u>(602.39)</u>
Ending Balance:			
State Treasury	<u>390,425.81</u>	<u>668,035.47</u>	<u>600,870.60</u>
<b>TOTAL CASH ACCOUNTED FOR</b>	<u>\$911,196.96</u>	<u>\$846,550.60</u>	<u>\$772,401.13</u>

**WEST VIRGINIA STATE POLICE**  
**STATEMENT OF APPROPRIATIONS AND EXPENDITURES**  
**SPECIAL REVENUE**

<u>Bail Bond Enforcer Account- Unclassified</u> <u>Account 6532 – 096</u>	<u>Year Ended June 30,</u>		
	<u>2007</u>	<u>2006</u>	<u>2005</u>
Appropriations	\$3,308.00	\$3,308.00	\$3,500.00
Expenditures	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	3,308.00	3,308.00	3,500.00
Expenditures After June 30	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Balance	<u>\$3,308.00</u>	<u>\$3,308.00</u>	<u>\$3,500.00</u>

**WEST VIRGINIA STATE POLICE**  
**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**  
**SPECIAL REVENUE**

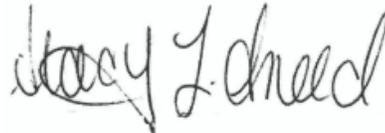
<b><u>Bail Bond Enforcer Account</u></b>	<b><u>Year Ended June 30,</u></b>		
<b><u>Account Number - 6532-640</u></b>	<b><u>2007</u></b>	<b><u>2006</u></b>	<b><u>2005</u></b>
Beginning Balance:			
State Treasury	\$8,209.96	\$7,349.96	\$2,024.96
Cash Receipts:			
Other Collections, Fees, Licenses, & Income	<u>530.00</u>	<u>60.00</u>	<u>5,325.00</u>
<b>TOTAL CASH TO ACCOUNT FOR</b>	<b><u>\$8,739.96</u></b>	<b><u>\$8,209.96</u></b>	<b><u>\$7,349.96</u></b>
Disbursements	\$ 0.00	\$ 0.00	\$ 0.00
Add: Disbursements Paid July 1-31 Beginning			
(Less): Disbursements Paid July 1-31 Ending:	0.00	0.00	0.00
Ending Balance:			
State Treasury	<u>8,739.96</u>	<u>8,209.96</u>	<u>7,349.96</u>
<b>TOTAL CASH ACCOUNTED FOR</b>	<b><u>\$8,739.96</u></b>	<b><u>\$8,209.96</u></b>	<b><u>\$7,349.96</u></b>

**STATE OF WEST VIRGINIA**

**OFFICE OF THE LEGISLATIVE AUDITOR, TO WIT:**

I, Stacy L. Sneed, CPA, Director of the Legislative Post Audit Division, do hereby certify that the report 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 29<sup>th</sup> day of July, 2008.

A handwritten signature in black ink that reads "Stacy L. Sneed". The signature is written in a cursive style with a large initial "S".

Stacy L. Sneed, CPA, Director  
Legislative Post Audit Division

Copy forwarded to the Secretary of the Department of Administration to be filed as a public record. Copies forwarded to the West Virginia State Police, Department of Administration; Governor; Attorney General; State Auditor; and, Director of Finance, Department of Administration.