

Legislative Audit Division

Report Summary

Office of the Secretary of State

Financial-Compliance Audit For the Two Fiscal Years Ended June 30, 2004 Audit # 04-28

This financial-compliance audit report documents the results of our audit of the Office of the Secretary of State (office) for the two fiscal years ended June 30, 2004. We issued an unqualified opinion on the financial schedules of the office for fiscal years 2002-03 and 2003-04. This means the reader can rely on the financial information presented and the supporting detailed information on the state's accounting records.

This audit report contains two recommendations. The recommendations relate to providing adequate supervision and training over the accounting function to ensure compliance with state law and accounting policy, and seeking legislation to amend or clarify state laws concerning state records committee meetings, disposal of elections records, business corporations and nonprofit corporations, untimely delivery of an incomplete corporate report, and voter information packet requirements.

The prior audit report contained three recommendations. The office partially implemented two recommendations and did not implement one recommendation. The recommendations not completely implemented are discussed in this report.

The listing below serves as a means of summarizing the recommendations contained in the report, the office's response thereto, and a reference to the supporting comments.

Recommendation #1 We recommend the office provide adequate supervision and training for the office's accounting function to ensure compliance with state law and accounting policy. Page 7.

Office Response: Concur. See page B-4.

Recommendation #2 We recommend the office seek legislation to amend or clarify state laws concerning:

- A. State records committee meetings.
- B. Disposal of election records.
- C. Business corporations and nonprofit corporations.
- D. Delivery of the corporate report.
- E. Voter information packet requirements. Page 9.

Office Response: Concur. See page B-4