

MONTANA LEGISLATIVE AUDIT DIVISION

February 2010

09P-14

Performance Audit Summary

State Printing of Public Documents

The Publishing Policy Committee is not complying with its statutory responsibilities outlined in the State Printing Control Act; however, we found compensating controls exist over printing of public documents as intended by the act.

Audit Findings

According to the State Printing Control Act, the Publishing Policy Committee and Department of Administration (DOA) have statutory responsibilities overseeing state printing of public documents. Audit work found the Publishing Policy Committee is inactive. Therefore, our audit work addressed whether compensating controls exist without the oversight of the committee, and whether printing practices for public documents comply with the State Printing Control Act.

Our audit work determined the Publishing Policy Committee is not complying with its statutory responsibilities as outlined in the State Printing Control Act. However, audit work also found compensating controls over printing of public documents as intended by the act. For example, DOA has developed standards for contracting printing to commercial vendors that are in accordance with statute, and has also developed policies for agencies to submit print requests to their centralized printing facility. We also determined agency supervisors are reviewing print requests prior to agency staff submitting them to print shops. Print shop staff also suggests cost savings tips for print requests when they can be completed in a more cost-effective manner.

While our audit work did identify compensating controls over state printing

of public documents, we also determined some issues regarding compliance with state law. Section 18-7-306, MCA, requires public documents contain a cost disclosure on the cover. According to statute, the cost disclosure should include both an estimate for the printing of the document, and for the circulation of the document. As part of our audit work we conducted a random sample of state agency publications in order to determine if cost

Publications Containing Cost Disclosures

Agency	Publications	With Cost Disclosure		With Circulation Estimate	
		#	%	#	%
A	10	1	10%	0	0%
B	10	6	60%	6	60%
C	10	8	80%	0	0%
D	10	5	50%	3	30%
E	10	4	40%	0	0%
Total	50	24	48%	9	18%

Source: Compiled by the Legislative Audit Division.

disclosures are included on the cover of public documents. The chart illustrates the results of state agency publications that contained cost disclosures, and whether the cost disclosures included estimates for circulation costs as required by state law. As the chart indicates, only 48 percent of the publications reviewed contained a cost disclosure on the cover. Additionally, only 18 percent of the publications included a circulation estimate in the disclosure.

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Audit Recommendations

Audit recommendations address clarifying statutory language in the State Printing Control Act in order to ensure compliance with state law. Two recommendations were made to the Publishing Policy Committee since it has oversight responsibility for printing public documents. Recommendations include:

- ◆ The Publishing Policy Committee seek legislation to clarify responsibility for ensuring cost disclosures, including circulation estimates, are included on all public documents as provided in §18-7-306, MCA.
- ◆ The Publishing Policy Committee re-evaluate their responsibilities over printing public documents, and if necessary, seek legislation to clarify the State Printing Control Act.

For a complete copy of the report (09P-14) or for further information, contact the Legislative Audit Division at 406-444-3122; e-mail to lad@mt.gov; or check the web site at <http://leg.mt.gov/audit>
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