Financial Statements and Report of Independent Certified Public Accountants

Minnesota State Senate

June 30, 2002 and 2001

Grant Thornton

Financial Statements and Report of Independent Certified Public Accountants

Minnesota State Senate

June 30, 2002 and 2001

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Accountants and Business Advisors

REPORT OF INDEPENDENT CERTIFIED PUBLIC ACCOUNTANTS

Secretary of the Senate
Minnesota State Senate

We have audited the accompanying statements of status of appropriations and expenditures of the Minnesota State Senate (Senate), as of and for the years ended June 30, 2002 and 2001. These financial statements are the responsibility of the Senate's management. Our responsibility is to express an opinion on these financial statements based on our audits.

We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. 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 audits provide a reasonable basis for our opinion.

As described in note A, the financial statements of the Senate are intended to present only that portion of the State of Minnesota financial statements that is attributed to the transactions of the Senate.

In our opinion, the financial statements referred to above present fairly, in all material respects, the status of appropriations and expenditures of the Minnesota State Senate as of and for the years ended June 30, 2002 and 2001 in conformity with accounting principles generally accepted in the United States of America.

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In accordance with *Government Auditing Standards*, we have also issued a report dated November 7, 2002 on our consideration of the Senate's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grants. That report is an integral part of, and should be read in conjunction with, our report on the financial statements.

The statistical information listed in the table of contents is not necessary for fair presentation of the general purpose financial statements, but is presented as additional analytical data. This information is unaudited and we do not express an opinion on it.

Grant Thornton LLP

Minneapolis, Minnesota
November 7, 2002

Minnesota State Senate

STATEMENTS OF STATUS OF APPROPRIATIONS

Years ended June 30,

	2002	2001
Appropriation carryforward, beginning of year	$ 1,536,986	$ 1,129,993
Appropriation for the year:		
Original appropriation	24,021,000	20,523,000
Statutory reduction	(1,000,000)	-
Other receipts for the year	35,189	29,361
Total appropriation and other receipts	23,056,189	20,552,361
Expenditures for the year	(20,175,712)	(20,145,368)
Appropriation carryforward, end of year		
Reserved	1,517,679	1,536,986
Unreserved	2,899,784	-
	$ 4,417,463	$ 1,536,986

The accompanying notes are an integral part of these statements.

Minnesota State Senate

STATEMENTS OF EXPENDITURES

Years ended June 30,

	2002	2001
Salaries and Benefits:		
Salaries – senators	$ 2,118,707	$ 2,122,106
Salaries – staff	11,077,600	11,185,229
MSRS and FICA, and other benefits	1,620,118	1,576,281
Insurance – staff	1,335,048	1,220,427
Insurance – senators	449,460	450,861
Unemployment compensation	22,164	24,848
Workers' compensation	20,665	30,451
	16,643,762	16,610,203
Services:		
Rents, leases and maintenance (includes copy equipment)	217,474	176,545
Employment and publicity advertisement	25,281	40,626
Furniture and maintenance repairs	27,590	62,147
Maintenance agreements	152,235	215,112
Printing	148,056	307,435
Micrographics	268	2,431
Consultant expense	43,818	59,431
EDP-ISB	20,284	20,469
EDP-software	57,430	41,021
EDP-development (includes equipment)	478,442	170,923
Dry cleaning/carpet cleaning	784	662
Interns	34,315	32,869
	1,205,977	1,129,671
Subsistence:		
Postage	116,250	171,697
Telephones	326,529	321,132
Delivery service	947	1,168
Mailing service	9,794	11,189
Mileage	159,782	120,685
In-state travel/lodging	281,605	249,849
Per diem	562,464	677,913
Registration	43,637	85,546
State vehicle	972	920
Out-state travel	104,248	137,691
Tuitions/memberships/admissions/fees	30,386	106,883
	1,636,614	1,884,673

Minnesota State Senate

STATEMENTS OF EXPENDITURES – CONTINUED

Years ended June 30,

	2002	2001
Furniture, Supplies, Equipment and Capital Outlay:		
Video	$ 342,290	$ 81,687
Photographic	25,841	37,420
Furniture and equipment	34,826	68,604
Capital outlay	45,012	29,888
Office supplies/stationery	141,894	175,196
Newspaper and publications	48,500	57,772
Water and coolers	18,606	20,617
Cleaning supplies	169	98
Miscellaneous	32,221	49,539
	689,359	520,821
	$20,175,712	$20,145,368

The accompanying notes are an integral part of these statements.

Minnesota State Senate

NOTES TO FINANCIAL STATEMENTS

June 30, 2002 and 2001

NOTE A – FINANCIAL REPORTING ENTITY

The Minnesota State Senate (Senate) was established in 1858. It consists of 67 members who are elected by Minnesota voters to serve four-year terms making laws for the State of Minnesota (the State) and its people, and proposing amendments to the State constitution. The Senate is part of the legislative branch of the State government and, as such, its financial transactions are included in the State's General Fund and become part of the State financial reporting entity. The financial statements of the General Fund of the State are examined by the Office of the Legislative Auditor.

NOTE B – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the Senate conform to accounting principles generally accepted in the United States of America as applicable to governmental units. The following is a summary of significant accounting policies:

Basis of Presentation

The Senate is funded by an appropriation from the General Fund of the State. The unspent portion of the appropriation is carried forward indefinitely and, in accordance with specific approval procedures, is available currently for unbudgeted, major expenditures. The cumulative amount of the unspent portion of appropriations is included in the statements of status of appropriations. Unspent appropriations not carried forward and unencumbered at the end of a biennium shall be returned to the fund from which appropriated (see note E). The Senate's expenditures are classified according to State administrative guidelines.

Basis of Accounting

Basis of accounting refers to when transactions are recognized in the accounts and reported in the financial statements. Specifically, it relates to the timing of the measurement made, regardless of the nature of the measurement.

NOTE B – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

The financial statements of the Senate are prepared on the modified accrual basis of accounting as appropriate for governmental funds. Expenditures are generally recognized under the modified accrual basis of accounting when the related liability is incurred, if measurable. Exceptions to this general rule are for accumulated unpaid vacation and sick leave, which is not recognized until paid (see note D).

Disbursement of Funds

Senate funds are disbursed by the State's Department of Finance.

Budgetary Accounting

The Senate adopts a budget for each year of the State's fiscal biennium that reflects the total amount that can be expended by the Senate. Budgets for each year in a biennium are prepared by the Senate's administrative staff. The budget is first reviewed and approved by the Rules and Administration Senate Budget Subcommittee. Based on the Subcommittee's recommendation, the Rules and Administration Committee adopts an operating budget for the Senate. The budget is then referred to the Senate Finance Committee. The budget must be approved by the Senate Finance Committee, the Senate and the State House of Representatives. The approved budget is submitted to the State's Department of Finance and an appropriation for the budgeted amount is awarded for each year in the biennium.

Expenditures cannot legally exceed the total initially appropriated unless supplemental appropriations are approved by the State Commissioner of Finance or unspent appropriations carried forward from previous years are available.

Vacation and Sick Leave Policy

Permanent employees accrue vacation and sick leave according to State administrative guidelines. Senators and temporary employees do not accrue vacation or sick leave. Upon severance, permanent employees are compensated for all of their earned but unused vacation up to a maximum of 275 hours and a percentage of their accumulated sick leave depending upon length of State service and the nature of their severance (voluntary or involuntary).

NOTE B – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

Fixed Assets

Fixed asset acquisitions, consisting of furniture and equipment, are recorded as expenditures, consistent with the procedures for governmental fund-type accounting. The Senate maintains a record of its fixed assets at historical cost in a memorandum ledger.

Accounting Estimates

In preparing financial statements in conformity with accounting principles generally accepted in the United States of America, management is required to make estimates and assumptions that affect the reported amounts of status of appropriations at the date of the financial statements, the reported amounts of appropriations and other receipts and expenditures during the reporting period. Actual results could differ from those estimates.

NOTE C – RETIREMENT PLANS

(a) Except as described below, Senators are covered by the Legislative Retirement Plan, a defined benefit plan established and administered in accordance with Minnesota Statutes Chapter 3A, which is administered by the Minnesota State Retirement System (MSRS). Senators contribute nine percent of their salaries to the plan. These contributions are deposited into the State's General Fund. Upon retirement of a senator, funds equal to the present value of future benefits to be paid to that senator are transferred from the General Fund to the Minnesota Post Retirement Investment Fund. The Senate makes no direct contribution to the plan and is not responsible for any unfunded liability of the plan. In fiscal year 2000, this Plan was amended to serve only existing members. No new participants are allowed. New Senators are covered by the Unclassified Retirement Plan described below.

(b) All permanent employees and members of the Senate are covered by the Unclassified Retirement Plan, a defined contribution plan, established by Minnesota Statutes Chapter 352D, which is also administered by MSRS. Employees contributed 4% of their salaries and the Senate contributed 6% of salaries each year to the plan. The employees' and Senate's contributions were $492,974 and $739,461 in 2002, and $465,513 and $698,270 in 2001. The Senate made all required contributions.

NOTE C – RETIREMENT PLANS – Continued

(c) The permanent employees and members of the Senate are eligible to participate in the Senate's deferred compensation plan as permitted by Minnesota statutes. Eligible employees may elect to have a percentage of their pay contributed to the plan. Contributions are invested in MSRS or qualifying annuity contracts selected by plan participants. Eligible employees can elect to contribute up to 40 hours of vacation pay to the plan or have the Senate match the first $300 contributed to the plan each fiscal year. Employee contributions for 2002 and 2001 were $678,832 and $663,111. The vacation pay and Senate matching contributions totaled $102,047 and $106,665 for the fiscal years ended June 30, 2002 and 2001. The Senate made all required matching contributions.

NOTE D – COMPENSATED ABSENCES

Governmental accounting principles generally accepted in the United States of America specify that the liability for unpaid vacation and sick leave to which employees are entitled is to be reported in the General Long-Term Debt Account Group if it is not to be liquidated with expendable available financial resources. The Senate's liability is reported in the State's General Long-Term Debt Account Group, rather than in the Senate's financial statements which represents a part of the State's General Fund. The Senate recognizes expenses for compensated absences as they are paid.

The accrued liabilities at June 30 for vacation and sick leave, which would be payable as severance pay, are as follows:

	2002	2001
Vacation	$ 896,131	$ 882,240
Sick leave	912,365	872,266
	$1,808,496	$1,754,506

NOTE E – RECONCILIATION OF SENATE STATEMENTS TO DEPARTMENT OF FINANCE BUDGETARY REPORTS

The accompanying financial statements are prepared on a different basis of accounting than the budgetary reports of the State's Department of Finance. The Senate statements are presented on the modified accrual basis and the Department of Finance reports are presented on a cash basis, except that at year end encumbered amounts are included in expenditures. As a result, differences exist between expenditures reported in the Senate financial statements and expenditures reported by the Department of Finance. The following is a reconciliation of expenditures reported in the Senate statements to the expenditures included in the budgetary reports:

	Department of Finance reports	Accrual basis adjustments	Senate financial statements
Appropriation carryforward to fiscal year 2001	$ 1,390,851	$(260,858)	$ 1,129,993
Appropriation	20,523,000	-	20,523,000
Other receipts	29,361	-	29,361
Expenditures	(20,075,552)	(69,816)	(20,145,368)
Appropriation carryforward to fiscal year 2002 – Reserved	1,867,660	(330,674)	1,536,986
Appropriation	24,021,000	-	24,021,000
Statutory appropriation reduction	(1,000,000)	-	(1,000,000)
Other receipts	35,189	-	35,189
Expenditures	(20,069,336)	(106,376)	(20,175,712)
Appropriation carryforward			
Reserved	1,848,353	(330,674)	1,517,679
Unreserved	3,006,160	(106,376)	2,899,784
Appropriation carryforward to fiscal year 2002	$ 4,854,513	$(437,050)	$ 4,417,463

Under Minnesota State Law 16A.281, an appropriation, if not spent during the first year, may be spent during the second year of a biennium. The unreserved appropriation carryforward at June 30, 2002 represents the remainder of the 2002 appropriation. An unexpended appropriation balance not carried forward and remaining unexpended and unencumbered at the end of the biennium shall be returned to the fund from which appropriated. Balances carried forward into the next biennium are to be credited to special accounts to be used for non-recurring expenditures on

NOTE E - RECONCILIATION OF SENATE STATEMENTS TO DEPARTMENT OF FINANCE BUDGETARY REPORTS - Continued

investments that enhance efficiency or improve effectiveness; to pay expenses associated with special session, interim activities, public hearings, or public outreach efforts and related activities; and to pay severance costs of involuntary terminations. The unexpended and unencumbered fund balances credited to the special accounts are as follows:

	June 30,	
	2002	2001
Investment expenditures	$1,067,660	$1,067,660
Special session, interim activity, public hearings and public outreach costs	80,693	100,000
Severance costs	700,000	700,000
	$1,848,353	$1,867,660

NOTE F - RECENTLY ISSUED ACCOUNTING PRONOUNCEMENTS

The Governmental Accounting Standards Board (GASB) has issued GASB Statement No. 34, *Basic Financial Statements — and Management's Discussion and Analysis — for State and Local Governments,* which establishes new financial reporting requirements for state and local governments. GASB 34 establishes that the basic financial statements and required supplementary information for general purpose governments should consist of:

- management discussion and analysis
- basic financial statements (government-wide financial statements, fund financial statements, and notes to the financial statements)
- required supplementary information

Additionally, the GASB has issued two related statements: GASB Statement No. 37, *Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments: Omnibus,* and GASB Statement No. 38, *Certain Financial Statement Note Disclosures.*

The State of Minnesota is in the process of implementing these statements for the year ending June 30, 2002. The effects of implementing these pronouncements on the financial statements of the Senate have not been determined.

STATISTICAL INFORMATION
(UNAUDITED)

Minnesota State Senate

COMPARATIVE SCHEDULE OF BUDGETARY EXPENDITURES

Years ended June 30,
(Unaudited)

Description	2002	2001	2000	1999
Salaries and Benefits:				
Salaries – senators	$ 2,118,707	$ 2,122,106	$ 2,111,546	$ 2,061,074
Salaries – staff	10,973,654	11,153,590	10,509,778	9,846,631
MSRS and FICA, and other benefits	1,605,564	1,571,978	1,444,021	1,414,974
Insurance – staff	1,347,942	1,180,995	1,035,510	877,884
Insurance – senators	449,460	450,861	337,763	297,690
Unemployment compensation	22,164	24,848	14,233	12,129
Workers' compensation	20,665	30,451	23,792	36,366
	16,538,156	16,534,829	15,476,643	14,546,748
Services:				
Rents, leases, and maintenance (includes copy equipment)	217,474	176,545	202,873	68,462
Employment and publicity advertisement	25,281	40,626	41,132	42,822
Furniture and maintenance repairs	27,590	62,147	51,390	43,362
Maintenance agreements	162,136	220,670	200,966	233,226
Printing	148,056	307,435	181,443	285,782
Micrographics	268	2,431	139	3,927
Consultant expense	43,818	59,431	46,347	104,706
EDP – ISB	20,284	20,469	24,413	25,630
EDP – software	57,430	41,021	35,198	149,452
EDP – development (includes equipment)	478,442	170,923	606,656	407,925
Dry cleaning/carpet cleaning	784	662	891	522
Interns	34,315	32,869	27,125	34,295
	1,215,878	1,135,229	1,418,573	1,400,111

Minnesota State Senate

COMPARATIVE SCHEDULE OF BUDGETARY EXPENDITURES – CONTINUED

Years ended June 30, (Unaudited)

Description	2002	2001	2000	1999
Subsistence:				
Postage	$ 116,250	$ 171,697	$ 129,558	$ 164,110
Telephones	326,529	321,132	330,834	264,276
Delivery service	947	1,168	1,050	3,132
Mailing service	9,794	11,189	8,754	11,576
Mileage	159,782	120,685	147,467	151,416
In-state travel/lodging	281,605	249,849	215,777	254,570
Per diem	562,464	677,913	456,768	559,176
Registration	43,637	85,546	62,594	79,845
State vehicle	972	920	2,353	2,063
Out-state travel	104,248	137,691	129,398	185,319
Tuitions/memberships/admissions/fees	30,386	106,883	39,291	35,885
	1,636,614	1,884,673	1,523,844	1,711,368
Furniture, Supplies, Equipment and Capital Outlay:				
Video	342,290	81,687	1,178,978	77,951
Photographic	25,841	37,420	34,330	9,591
Furniture and equipment	24,155	68,604	36,246	130,887
Capital outlay	45,012	29,888	11,777	24,800
Office supplies/stationery	141,894	175,196	153,213	157,669
Newspaper and publications	48,500	57,772	46,447	54,017
Water and coolers	18,606	20,617	15,648	21,225
Cleaning supplies	169	98	1,951	1,390
Miscellaneous	32,221	49,539	42,834	53,080
	678,688	520,821	1,521,424	530,610
	20,069,336	20,075,552	19,940,484	18,188,837
Accrual basis adjustments	106,376	69,816	(68,772)	208,023
	$20,175,712	$20,145,368	$19,871,712	$18,396,860

OTHER REQUIRED REPORTS

REPORT OF INDEPENDENT CERTIFIED PUBLIC ACCOUNTANTS ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Secretary of the Senate
Minnesota State Senate

We have audited the statements of status of appropriations and expenditures of the Minnesota State Senate (Senate) as of and for the year ended June 30, 2002, and have issued our report thereon November 7, 2002. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards,* issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the Senate's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*. However, we noted certain immaterial instances of noncompliance which we have reported to management of the Senate in a separate letter dated November 7, 2002.

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Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Senate's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses. However, we noted other matters involving the control over financial reporting, which we have reported to the management of the Senate in a separate letter dated November 7, 2002.

This report is intended solely for the information and use of management and the Minnesota State Senate and is not intended to be and should not be used by anyone other than these specified parties.

Grant Thornton LLP

Minneapolis, Minnesota
November 7, 2002

November 7, 2002

Secretary of the Senate
Minnesota State Senate

Ladies and Gentlemen:

Professional standards require that we advise you of the following matters relating to our recently concluded audit on which we reported under date of November 7, 2002.

Our Responsibility Under Auditing Standards Generally Accepted in the United States of America and *Government Auditing Standards*

As stated in our engagement letter dated January 2, 2002, our responsibility, as prescribed by auditing standards generally accepted in the United States of America promulgated by the American Institute of Certified Public Accountants and *Government Auditing Standards* issued by the Comptroller General of the United States, is to plan and perform our audit to obtain reasonable assurance about whether the basic financial statements are free of material misstatement, whether caused by error or fraud. An audit in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards* does not provide absolute assurance or guarantee the accuracy of the financial statements and is subject to the inherent risk that errors, fraud, or noncompliance with the provisions of laws, regulations, contracts and grants, if existing, have not been detected. Such standards require that we obtain a sufficient understanding of Minnesota State Senate's internal control structure to plan the audit. However, such understanding and any tests performed with respect to such internal controls, or as to compliance with laws, regulations, contracts and grants, were for the purpose of expressing our opinion on Minnesota State Senate's financial statements and not to opine or provide any assurance concerning such internal control structure or compliance. We could, however, as a separate engagement, be engaged to perform agreed-upon procedures or examine and report on management's written assertion about that internal control structure or that management complied with specified laws and regulations. Such engagements would be conducted in accordance with AICPA standards for attestation engagements.

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Significant Audit Adjustments

For purposes of this letter, professional standards define a significant audit adjustment as a proposed correction of the financial statements that, in our judgment, may not have been detected except through our auditing procedures. The definition includes adjustments which were not recorded by the Senate because they are not material to the current financial statements but might be potentially material to future financial statements. As part of our audit procedures, we made adjustments to the Senate's budgetary-based records for purposes of presenting statements in accordance with accounting principles generally accepted in the United States of America for governmental entities. These adjustments are summarized in note E to the financial statements.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter which could be significant to the Senate's financial statements or the audit report. We are pleased to report that no such disagreements arose during the course of our audit.

Consultation With Other Accountants

Management has informed us that they have not consulted with other accountants during the year about auditing and accounting matters.

* * * * * *

We will be pleased to meet with you at your convenience should you desire further information concerning these matters.

This letter is intended solely for the information and use of management and the Minnesota State Senate and is not intended to be and should not be used by any one other than these specified parties.

Very truly yours,

Grant Thornton LLP

MEMORANDUM OF ADVISORY COMMENTS

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Accountants and Business Advisors

Secretary of the Senate
Minnesota State Senate

In connection with our audit of the financial statements of the Minnesota State Senate as of June 30, 2002, we noted certain matters that we believe you should consider. Our observations were formed as a by-product of our audit procedures, which did not include a comprehensive review for the purpose of submitting detailed recommendations.

The accompanying comments summarize our comments and suggestions. We have previously discussed our comments and suggestions with management personnel of the Senate and would be pleased to discuss them further.

Grant Thornton LLP

Minneapolis, Minnesota
November 7, 2002

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STATUS OF PRIOR YEAR COMMENTS

SENATOR PHONE BILLS

In 1994, a law was implemented requiring each Senator to sign his or her monthly long distance telephone bills as evidence of approval. During our prior year (2001) review of telephone bills and the log kept of those bills distributed to the Senators and their assistants for approval, we identified phone bills for several Senators that were not returned with a signature. Again in the current year review of telephone bills and the log kept of those bills distributed to the Senators and their assistants for approval, we identified phone bills for four Senators (between one and two months per Senator) that were not returned with a signature. One of these Senators was not re-elected for the next term; thus, the receipt of these signed bills is highly unlikely.

We continue to recommend the Senate implement a control where these bills must be received prior to the end of a Senator's term in order to comply with the law.

VACATION AND SICK LEAVE CALCULATIONS

In the prior year, we noted one instance where the Senate had incorrectly deducted employees' vacation/sick leave due to miscalculations in manual records, even though a new automated payroll system had been implemented. In the current year we noted one instance of a miscalculation which resulted from the payroll clerk recalculating the wrong number of hours used in a specified pay period. Both the manual and automated logs were miscalculated.

We recommend Senate personnel perform periodic checks of the automated system by verifying the activity in an individual's accrual to supporting documentation (such as timesheets). The periodic check will help to ensure the completeness of the accrual. We also recommend manual calculation of the vacation/sick accrual be discontinued. The Senate had been performing both calculations for the entire calendar years 2002 and 2001.

TIMELINESS OF VENDOR PAYMENTS

In the prior years, we noted instances where invoices were not approved and submitted to fiscal services for payment until several months after the invoice date. Payments were for Xerox invoices which are normally submitted for payment three months at a time.

During the current year, no similar instances of this were noted. Invoices appear to be approved and submitted for payment on a timely basis.