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Report of the State Auditor



1976 COLORADO CENTENNIAL-BICENTENNIAL COMMISSION
FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 1975



STATE of COLORADO
Denver

STATE OF COLORADO
1976 COLORADO CENTENNIAL-BICENTENNIAL COMMISSION
FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 1975
WITH
REPORT OF STATE AUDITOR

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Honorable Richard D. Lamm, Governor

1976 Colorado Centennial-Bicentennial Commission:

Herrick Roth, Commission Chairman (16)
George D. Barrante, Executive Director (2)

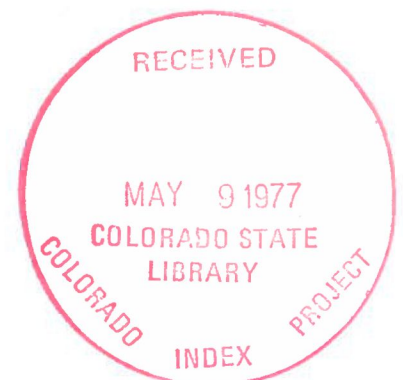
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STATE OF COLORADO
 1976 COLORADO CENTENNIAL-BICENTENNIAL COMMISSION
 FINANCIAL STATEMENTS
 YEAR ENDED JUNE 30, 1975
 WITH
 REPORT OF STATE AUDITOR
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OFFICE OF STATE AUDITOR
SUITE 2410, 1660 LINCOLN STREET
DENVER, COLORADO 80203
August 11, 1975

Legislative Audit Committee
1660 Lincoln Street, Suite 2410
Denver, Colorado 80203

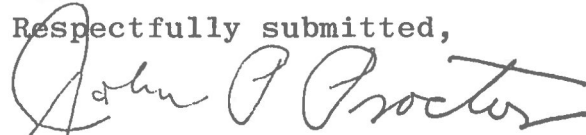
Gentlemen:

We have examined the financial statements of the Operating Fund of the 1976 Colorado Centennial-Bicentennial Commission of the State of Colorado for the year ended June 30, 1975 listed in the foregoing table of contents. Our examination was made in accordance with generally accepted auditing standards, and accordingly included such tests of the accounting records and such other auditing procedures as we consider necessary in the circumstances. We have previously examined and separately reported on the preceding year. In our report for fiscal year 1974, we were of the opinion the financial statements of the Operating Fund did not present the financial position of the fund for the year then ended.

The 1976 Colorado Centennial-Bicentennial Commission's general fixed assets are recorded as part of the general fixed assets under the Office of the Governor, and therefore are not included in this financial report.

In our opinion, the 1975 financial statements listed in the
aforementioned table of contents present fairly the financial
position of the Operating Fund at June 30, 1975, and the results
of its operation for the year then ended, in conformity with
generally accepted accounting principles applied on a basis con-
sistent with that of the preceding year.

Respectfully submitted,

A handwritten signature in cursive script that reads "John P. Proctor". The signature is written in dark ink and is positioned above the typed name.

John P. Proctor, CPA
State Auditor

STATE OF COLORADO
1976 COLORADO CENTENNIAL-BICENTENNIAL COMMISSION
YEAR ENDED JUNE 30, 1975
AUDITOR'S COMMENTS

The audit comments and recommendations from the prior examination of the Commission, which are not discussed in this report, were implemented by the Commission by June 30, 1975.

The comments discussed in this report are in the area of:

- . Disbursements and related voucher activity
- . Commission receipts and deposits

Disbursements and Related Voucher Activity

All vouchers for the year were examined. Those vouchers through February, 1975, reviewed during prior audit, which could be corrected have been corrected by the Commission. The comments mentioned below with recommendations are areas not fully implemented since last audit.

Petty Cash and Related Expenditures

- . Employees are reimbursed for emergency operating supply purchases through petty cash reimbursements. The cash register receipt from the vendor is not identified as to the employee who made the purchase, the type of supplies and the reason for the purchase by the employee.
- . At the end fiscal period the petty cash had not been reimbursed to place expenditures in proper fiscal period.

RECOMMENDATIONS

1. When petty cash reimbursements are made from cash register receipts they should be properly identified as to the employee who made the purchase, type of supply and reason needed.

COMMISSION RESPONSE: Implemented October, 1975.

2. Petty cash should be reimbursed at the end of the fiscal period to place expenditures in the proper period.

COMMISSION RESPONSE: Implemented October, 1975.

Travel Reimbursements

- . Luncheons were allowed when an employee traveled wholly within a single day.
- . Various vouchers for employees contained duplicate payments for meal expense.

RECOMMENDATION

3. Reimbursement for travel expense of employees should be in accordance with chapter 5, section 8.351.03 of the fiscal rules and controls should be established to eliminate duplicate payments.

COMMISSION RESPONSE: Implemented July, 1975.

Long Distance Telephone Expense

The telephone log used by the Commission to accumulate long distance telephone call information was incomplete and therefore could not be reconciled to the telephone bill prior to payment.

RECOMMENDATION

4. The Commission should maintain a complete long distance telephone log which would be used to verify phone charges before payment.

COMMISSION RESPONSE: Implemented September, 1975.

General

- . Cash discounts were not taken when allowed by vendors.
- . Vouchers should be paid by supported vendor invoice instead of statement.
- . Vouchers had incorrect object expenditure classification expense codes.
- . There were delays in vendor payments in excess of three weeks from invoice date to voucher date.

RECOMMENDATIONS

5. All vouchers should be thoroughly reviewed after preparation to eliminate loss of cash discount and incorrect expenditure coding, and to include proper documentation.

COMMISSION RESPONSE: Implemented November, 1975.

6. The frequency of vouchering should be reviewed to eliminate delays in vendor payment.

COMMISSION RESPONSE: Implemented December, 1975.

Commission Receipts and Deposits

- . Receipts in excess of \$100 are not being deposited daily with the State Treasurer.

RECOMMENDATION

7. Receipts of the Commission should be deposited in accordance with Chapter 2, Section 3.01 of the Fiscal Rules.

COMMISSION RESPONSE: Implemented October, 1975.

* * *

We appreciate the cooperation of the personnel that the Commission provided us during our examination.

STATE OF COLORADO

1976 COLORADO CENTENNIAL-BICENTENNIAL COMMISSION

JUNE 30, 1975

ORGANIZATION AND ACTIVITIES

The 1976 Colorado Centennial-Bicentennial Commission is established as a Commission of the Executive Department under the Office of the Governor.

The Commission was created in order to provide for appropriate observances, ceremonies, and other activities to commemorate the one-hundredth anniversary of Colorado statehood and the two-hundredth anniversary of the American independence.

The goals of the 1976 Colorado Centennial-Bicentennial Commission are to commemorate our State's and the Nation's Anniversaries in such a manner that:

All citizens of Colorado have the opportunity to participate in the activities.

The values of our forefathers and their accomplishments become familiar to all citizens.

Citizen confidence is restored through lasting Colorado programs.

A greater pride in Colorado and the United States is engendered at all constituent levels.

Permanent memorials of events remain for the education and appreciation of future citizens.

Each citizen becomes familiar with the history and development of Colorado.

The 1976 Colorado Centennial-Bicentennial Commission consists of three major theme areas: Heritage, Horizons, and Festival. The Commission also has on an equal level an Ethnic-Minority Council.

The sixteen Commission members are appointed by the Governor and serve at his pleasure. Members shall receive no compensation for their services, but are allowed actual and necessary expense incurred in performance of duties. The Commission may employ or remove personnel which are not in classified service, and fix their compensation, subject to requirements of the State Personnel System.

Present Commission members are:

Herrick Roth, Chairman
Lincoln Baca
Karen Cobb
Vine Deloria, Jr.
John Denver
Juanita Gray
Peggy Hart
Sandi Klug
Joe M. Lacy
Carlos Lucero
Alexis McKinney, Vice Chairman
James Poole
Robert Pulcipher
Celena Smith
William Thayer Tutt
William Winkler

The Executive Director of the Commission is George Barrante.

The 1976 Colorado Centennial-Bicentennial Commission operates under the following authority which terminates on June 30, 1977, part II of Article 80 of Title 24, C.R.S. 1973 as amended.

STATE OF COLORADO
 1976 COLORADO CENTENNIAL-BICENTENNIAL COMMISSION
 OPERATING FUND
 BALANCE SHEET
 JUNE 30, 1975
 WITH COMPARATIVE FIGURES FOR 1974

	<u>1975</u>	<u>1974</u>
<u>Assets:</u>		
Petty cash	\$ 50	\$ 50
Controller's clearing	286,930	16,718
Prepaid expense	<u>13,726</u>	<u> </u>
Total	<u>\$300,706</u>	<u>\$16,768</u>
 <u>Liabilities and Reserves:</u>		
Vouchers and accounts payable	\$ 54,151	\$ 793
Deferred augmenting revenue	34,725	15,975
1974-1975 General Fund Appropriation forward to 1975-1976	210,500	
Reserve for encumbrance	<u>1,330</u>	<u> </u>
Total	<u>\$300,706</u>	<u>\$16,768</u>

See notes to financial statements.

STATE OF COLORADO
 1976 COLORADO CENTENNIAL-BICENTENNIAL COMMISSION
 STATEMENT OF AUTHORIZATIONS COMPARED TO EXPENDITURES
 YEAR ENDED JUNE 30, 1975
 WITH COMPARATIVE FIGURES FOR 1974

	<u>OPERATING FUND</u>			<u>Prior Year Total</u>
	<u>Current Year</u>			
	<u>General Fund</u>	<u>Augment- ing Sources</u>	<u>Total</u>	
<u>Authorizations:</u>				
Appropriation Long Bill	\$513,234		\$513,234	\$133,800
Other authorizations:				
Transfer from the Division of Accounts and Control for health insurance				240
Estimated augmenting revenue		292,500	292,500	
Authorized changes to augmenting sources		(194,650)	(194,650)	(24,750)
Deferred augmenting revenue forward from prior year		15,975	15,975	8,554
Total Authorizations	<u>513,234</u>	<u>113,825</u>	<u>627,059</u>	<u>117,844</u>
<u>Expenditures:</u>				
Personal services	121,778		121,778	66,286
Operating expenses	119,898		119,898	16,561
Travel	22,636		22,636	6,497
Capital outlay	5,510		5,510	1,275
Grant awards	4,000	79,100	83,100	11,250
Total Expenditures	<u>273,822</u>	<u>79,100</u>	<u>352,922</u>	<u>101,869</u>
Encumbrances	1,330		1,330	
Total Expenditures and Encumbrances	<u>275,152</u>	<u>79,100</u>	<u>354,252</u>	<u>101,869</u>
Excess of Authoriza- tions over Expendi- tures and Encum- brances	<u>238,082</u>	<u>34,725</u>	<u>272,807</u>	<u>15,975</u>
Less: General Fund Appropriation and deferred augmenting revenue forward to subsequent year	<u>210,500</u>	<u>34,725</u>	<u>245,225</u>	<u>15,975</u>
Unencumbered Balance	<u>\$ 27,582</u>	<u>\$ 0</u>	<u>\$ 27,582</u>	<u>\$ 0</u>

See notes to financial statements.

STATE OF COLORADO
 1976 COLORADO CENTENNIAL-BICENTENNIAL COMMISSION
 STATEMENT OF REVENUE EARNED FOR STATE GENERAL FUND
 YEAR ENDED JUNE 30, 1975
 WITH COMPARATIVE FIGURES FOR 1974

	AUGMENTING SOURCES	
<u>Revenue:</u>	1975	1974
Grants	\$ 79,100	\$ 22,829
Disposition General Fund Deposits	79,100	22,829
Due to State General Fund	\$ 0	0

See notes to financial statements.

STATE OF COLORADO
1976 COLORADO CENTENNIAL-BICENTENNIAL COMMISSION
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 1975

1. Summary of Significant Accounting Policies:

The accounting policies of the 1976 Colorado Centennial-Bicentennial Commission conform to generally accepted accounting policies for governmental units. The records are maintained by fund group on an accrual basis. The operating fund reported in these statements is a component of the State General Fund.

General Fixed Assets are recorded as capital outlay at the time of purchase. These assets are being capitalized into a General Fixed Asset Group of accounts under the Office of the Governor as required by generally accepted accounting principles. Depreciation is not recorded.

Federal Grants operate on specific grant periods. Unencumbered funds lapse at the end of the grant period and are returnable to the granting agency. Augmenting revenues for the State General Fund are recognized when expenditures are made.

2. Controller's Clearing:

The balances in Controller's Clearing at June 30, 1975 represents the net year-end affect of certain transactions between the 1976 Colorado Centennial-Bicentennial Commission and the State General Fund, under the "Home Office and Branch" accounting principles followed in private industry. The balance represents the commission's net accountability to the General

Fund for the items: vouchers and accounts payable, deferred augmenting revenue, 1974-1975 General Fund Appropriation forward to 1975-1976, petty cash and reserve for encumbrances.

3. Appropriation Balance:

Appropriations are available effective July 1 of each fiscal year. The unencumbered appropriation balances lapse at June 30, and are not carried forward unless otherwise indicated.

Recommendations

Report Page Ref.	No.	1976 COLORADO CENTENNIAL-BICENTENNIAL COMMISSION
4	1	When petty cash reimbursements are made from cash register receipts, they should be properly identified as to the employee who made the purchase, type of supply, and reason needed.
4	2	Petty cash should be reimbursed at the end of the fiscal period to place expenditure in the proper period.
4	3	Reimbursement for travel expense of employees should be in accordance with chapter 5, section 8.351.03 of the fiscal rules and controls should be established to eliminate duplicate payments.
4	4	The Commission should maintain a complete long distance telephone log which would be used to verify phone charges before payment.
5	5	All vouchers should be thoroughly reviewed after preparation to eliminate loss of cash discount and incorrect expenditure coding, and to include proper documentation.
5	6	The frequency of vouchering should be reviewed to eliminate delays in vendor payment.
5	7	Receipts of the Commission should be deposited in accordance with Chapter 2, Section 3.01 of the Fiscal Rules.

(*Include Date) (**If checked-explain in comments)

See Comments	Requires Legislative Action **	Imple- mented*	To Be Imple- mented*	Deferred **	Rejected **
		Oct.,1975			
		Oct.,1975			
		July,1975			
		Sept.,1975			
		Nov.,1975			
		Dec.,1975			
		Oct.,1975			

DEC 4 1975



Colorado Centennial - Bicentennial Commission

901 Sherman Street • 15th Floor • Denver, Colorado 80203

January 14, 1976

COMMISSIONERS:

Joe M. Lacy
CHAIRMAN

Alexis McKinney
VICE-CHAIRMAN

Lincoln Baca
Karen Cobb
Vine DeLoria, Jr.
John Denver
Juanita Gray
Peggy Hart
Sandra Klug
Carlos Lucero
James Poole
Robert Pulcipher
Herrick S. Roth
Celena Smith
William Thayer Tutt
William Winkler

Richard D. Lamm
CENTENNIAL GOVERNOR

G. D. Barrante
EXECUTIVE DIRECTOR

Mr. John Proctor, CPA
State Auditor
Suite 2410
1660 Lincoln
Denver, Colorado 80203

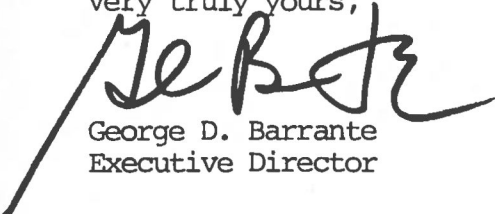
Dear Mr. Proctor:

The Colorado Centennial-Bicentennial Commission received and took corrective action on your audit report covering the period July 1, 1974 - June 30, 1975.

The recommendations in this report have been implemented (see attached) and have been useful in conducting official Commission business.

The Colorado Centennial-Bicentennial Commission requests that this letter and all enclosures be included in the delivery of this report to the legislature. The Commission understands the uniqueness of its life span and the nature of all statewide projects and programs. The Commission feels that your Agency has been more than helpful in aiding us in many areas of the program implementation by use of the audit function.

Very truly yours,


George D. Barrante
Executive Director

GDB:jr

Attachment