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Missouri State Auditor

NATURAL RESOURCES

Division of State Parks

March 2012
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<http://auditor.mo.gov>



Thomas A. Schweich
Missouri State Auditor

CITIZENS SUMMARY

Findings in the audit of the Department of Natural Resources, Division of State Parks

Oversight of Park Operations	<p>The Department of Natural Resources, Division of State Parks (DSP), needs to improve its procedures for monitoring state park operations, including revenue collections and concessionaire operations. Neither the department's Internal Audit Program nor division officials have performed recent audits or on-site monitoring of the top revenue generating state parks. In the last 3 years, the Internal Audit program had audited only 17 of the 85 state parks or historical sites (20%), and most of these were of smaller sites. Two of the largest revenue generating parks, Bennett Spring State Park and Onondaga Cave State Park, have not been audited in at least 10 years and 5 years, respectively. The DSP does not require its concessionaires to comply with contractual requirements to submit monthly cash register tapes to support reported revenues, and the one-page forms concessionaires do submit contained errors and unsupported deductions which the DSP did not adequately investigate. The DSP does not always conduct biannual audits of concessionaires as required by state law.</p>
Cash Controls	<p>The DSP needs to improve its monitoring of cash handling, imprest fund, and deposit procedures. Prior to 2011, the DSP had not recently reviewed and approved cash handling procedures established by state parks as required by DSP policy. Some parks did not maintain the appropriate balance of imprest funds (to pay incidental expenses and to refund fees paid by the public). Proper controls over imprest funds are necessary to prevent theft or misappropriation of public funds. At one of the five parks we visited, deposits were not made timely, the cash register tape was not printed and reconciled to monies in the register, and employees were not cross-trained on deposit procedures to allow deposits to occur properly when the responsible staff person is on leave.</p>
Capital Asset Records	<p>The DSP does not maintain complete records of capital assets or adequately ensure non-land assets are accounted for properly. The DSP does not perform physical inventories of capital assets on an annual basis. In fact, before the March 2011 inventory, the most recent inventory was conducted in 2007. Our review found some asset records were incomplete and in need of revisions and adjustments.</p>
Procurement Card Monitoring	<p>The DSP list of procurement cards assigned to employees and credit limits is incomplete and includes hand-written names of some cardholders. Some employees may possess a procurement card without a valid need for one, and some cards may be assigned a higher credit limit than necessary.</p>

Policies and Procedures
Manual

The DSP policies and procedures manual has not been updated in a timely manner. Major revisions were last made in 2006, with partial revisions made in 2008. The manual does not reflect some significant changes to state park operations and does not contain the current version of some forms.

In the areas audited, the overall performance of this entity was **Fair**.*

American Recovery and
Reinvestment Act
(Federal Stimulus)

The Department of Natural Resources, Division of State Parks did not receive any federal stimulus monies during the audited time period.

*The rating(s) cover only audited areas and do not reflect an opinion on the overall operation of the entity. Within that context, the rating scale indicates the following:

- Excellent:** The audit results indicate this entity is very well managed. The report contains no findings. In addition, if applicable, prior recommendations have been implemented.
- Good:** The audit results indicate this entity is well managed. The report contains few findings, and the entity has indicated most or all recommendations have already been, or will be, implemented. In addition, if applicable, many of the prior recommendations have been implemented.
- Fair:** The audit results indicate this entity needs to improve operations in several areas. The report contains several findings, or one or more findings that require management's immediate attention, and/or the entity has indicated several recommendations will not be implemented. In addition, if applicable, several prior recommendations have not been implemented.
- Poor:** The audit results indicate this entity needs to significantly improve operations. The report contains numerous findings that require management's immediate attention, and/or the entity has indicated most recommendations will not be implemented. In addition, if applicable, most prior recommendations have not been implemented.

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Department of Natural Resources

Division of State Parks

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THOMAS A. SCHWEICH

Missouri State Auditor

Honorable Jeremiah W. (Jay) Nixon, Governor
and
Sara Parker-Pauley, Director
Department of Natural Resources
and
Bill Bryan, Director
Division of State Parks
Jefferson City, Missouri

We have audited certain operations of the Department of Natural Resources, Division of State Parks in fulfillment of our duties under Chapter 29, RSMo. The scope of our audit included, but was not necessarily limited to, the years ended June 30, 2011, 2010, and 2009. The objectives of our audit were to:

1. Evaluate the division's internal controls over significant management and financial functions.
2. Evaluate the division's compliance with certain legal provisions.
3. Evaluate the economy and efficiency of certain management practices and operations, including certain financial transactions.

Our methodology included reviewing written policies and procedures, financial records, and other pertinent documents; interviewing various personnel of the division as well as certain external parties; and testing selected transactions. We obtained an understanding of internal controls that are significant within the context of the audit objectives and assessed whether such controls have been properly designed and placed in operation. We tested certain of those controls to obtain evidence regarding the effectiveness of their design and operation. We also obtained an understanding of legal provisions that are significant within the context of the audit objectives, and we assessed the risk that illegal acts, including fraud, and violations of contract, or other legal provisions could occur. Based on that risk assessment, we designed and performed procedures to provide reasonable assurance of detecting instances of noncompliance significant to those provisions.

We conducted our audit in accordance with the standards applicable to performance audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform our audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides such a basis.

The accompanying Organization and Statistical Information is presented for informational purposes. This information was obtained from the division's management and was not subjected to the procedures applied in our audit of the division.

For the areas audited, we identified (1) deficiencies in internal control, (2) noncompliance with legal provisions, and (3) the need for improvement in management practices and procedures. The accompanying Management Advisory Report presents our findings arising from our audit of the Department of Natural Resources, Division of State Parks.



Thomas A. Schweich
State Auditor

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Department of Natural Resources

Division of State Parks

Management Advisory Report - State Auditor's Findings

1. Oversight of Park Operations

The Department of Natural Resources (DNR), Division of State Parks (DSP) procedures for monitoring state park operations, including revenue collections and concessionaire operations, need improvement. The DSP is responsible for 85 state parks and historical sites which collect approximately \$9 million annually. In addition, the DSP administers the expenditure of the state parks sales tax of approximately \$38 million annually. Overall parks and division operations are handled at the DNR state office; however, individual park officials are responsible for cash collections and most purchases for their parks.

The DSP contracts with 16 companies to provide concessions within 18 state parks, including food service and lodging. The DSP receives a percentage of concessionaire gross receipts or a fixed fee. The percentage varies based on the contract and type of service provided. Concessionaires receive a credit for some utilities or other paid expenses. The DSP received approximately \$1.7 million from concessionaires in fiscal year 2011.

1.1 Park operations monitoring

Neither the department's Internal Audit Program nor division officials have performed recent audits or on-site monitoring of the top revenue generating state parks. The Internal Audit Program has audited only 17 of the 85 state parks and historic sites in the last 3 years, and most audits were of smaller parks or state historic sites. These 17 parks and historic sites generated only 16 percent of fiscal year 2010 park revenues. The largest revenue generating park, Bennett Spring State Park, has not been audited in at least 10 years, and Onondaga Cave State Park, which operates its own store and collects significant amounts of cash, has not been audited in at least 5 years. DSP officials stated they have not conducted on-site reviews at any state parks since the Internal Audit Program began performing audits and surprise cash counts in 2008, and have not adopted any standard on-site park monitoring procedures.

Department officials said limited staffing and numerous audit responsibilities contributed to the reduced number of audits and on-site monitoring of state park operations. Currently, three full-time and one part-time internal audit staff are responsible for auditing operations of the entire department.

Without periodic audits and fiscal monitoring, the DSP has less assurance parks are complying with division policies and procedures and collecting revenues appropriately. The decentralized structure of division operations coupled with the lack of adequate fiscal monitoring increases the risk errors or misuse of funds could go undetected and may have contributed to cash handling and capital asset internal control deficiencies identified during the audit.

1.2 Concessionaire monitoring

The DSP did not enforce requirements for concessionaires to submit documentation to support reported revenues, or develop alternative



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procedures to periodically review this information on-site. In addition, the DNR does not audit concessionaires biannually as required by state law.

The contracts between concessionaires and the DNR require concessionaires to submit monthly cash register tapes to support reported revenues; however, the DSP does not enforce this requirement. Instead, concessionaires only complete a monthly one-page form reporting revenues earned in various categories such as food service or lodging, along with applicable deductions to support the payments submitted.

Our review of concessionaire revenue report submissions identified errors that were not previously noted by the DSP and deductions made by concessionaires that were not supported. One concessionaire made an extra payment to the DSP each month from 2006 until 2011. While the additional payments were insignificant, the DSP did not question why these additional payments occurred. In addition, two concessionaires made deductions for utilities or interest payments, however, the DSP did not request documentation to verify the appropriateness of the deductions.

In addition, the DSP does not always conduct biannual audits of concessionaires as required by state law. Only 3 of the 16 concessionaires have been audited in the last 2 years. While close-out audits of concessionaires have been performed as required, DSP officials stated current staffing and funding levels do not allow them to meet the biannual audit requirement. Section 253.080.6, RSMo, and concessionaire contracts require concessionaire receipts and disbursements to be audited biannually and at the end of each contract.

Without periodic reviews and audits of concessionaires, the DSP has less assurance payments received from concessionaires are accurate. Enforcement of contract provisions and periodic audits are necessary to ensure concessionaires report revenues and expenditures appropriately.

Recommendations

The DSP:

- 1.1 Work with the Internal Audit Program to develop procedures to ensure parks with high dollar cash collections or high risk activities are periodically reviewed or audited.
- 1.2 Develop and implement procedures to monitor and verify concessionaire revenues and expenditures, and work with the Internal Audit Program to ensure concessionaires are audited in accordance with state law.



Auditee's Response

1.1 *The division agrees with the finding and notes the division's assets are protected and managed according to generally accepted accounting practices. The division prepares a monthly reconciliation of all revenues collected for each facility and completes a cross check with monthly sales reports, reviews pricing guidelines and physical inventory counts. Any inventory discrepancies or loss of revenue are fully investigated and resolved. The division will continue to work with the Internal Audit Program to develop a scope of work for the monitoring of state parks and historic sites, to complete park monitoring procedures, and develop a risk assessment to identify the parks/historic sites which pose the greatest risk.*

1.2 *The division agrees with the finding. The division strives to ensure all funds are correctly reported and collected (supported by no lost concession revenues reported). The division annually completes a review of each long-term concession operation tax return and profit and loss statement. In addition, the division will continue to work with the Internal Audit Program to develop a scope of work for the monitoring of revenues and expenditures from the concessionaires that are required to submit the information. Staff from State Parks and the Division of Administrative Support has worked together to update the scope of work for concession audits and has developed a plan to bring all statutorily-required concession audits up-to-date by the end of the current calendar year.*

One audit has been scheduled to begin in April and an additional four audit work plans are being reviewed. The Division of State Parks will continue to work with the Internal Audit Program and our contract auditors to ensure compliance with statutory requirements is attained.

2. Cash Controls

DSP monitoring of cash handling, imprest fund, and deposit procedures need improvement.

2.1 Cash handling policies and procedures

Prior to 2011, the DSP had not recently reviewed and approved cash handling procedures established by state parks as required by DSP policy. Officials at the five state parks we visited indicated the DSP did not ask for a copy of its cash handling policies until the DSP implemented the Camp Reservation System effective January 1, 2011. DSP officials indicated they requested the policies in 2009, but received a limited response. The implementation of the reservation system necessitated revisions to cash handling and depositing functions of most parks. Prior to this request, DNR Internal Audit findings at eight parks and historic sites indicated cash handling policies did not exist or were outdated.



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Each park is required to develop written cash handling procedures which comply with DSP cash handling policy directives, including segregation of duties, cash collection and processing, deposit procedures, and revenue reports. Periodic review and approval of the policies is necessary to ensure each park has sufficient controls in place to prevent theft or misappropriation of funds. The lack of written procedures at each park and DSP lack of monitoring appears to have contributed to the subsequent concerns noted at some of the state parks.

2.2 Imprest funds

Some parks did not maintain the appropriate balance of imprest funds. State law allows parks to maintain imprest funds to pay incidental expenses and to refund fees paid by the public. The DNR approves the amount of imprest funds, not to exceed \$1,500, to be maintained as a combination of change funds and a checking account at each park.

For three of five parks we visited, the reconciled balance of the imprest fund differed from the established amount. While the differences at each park were less than \$100, applicable park officials indicated they were unsure how to correct the differences. DSP policy states improper or unauthorized cash expenditures will not be replenished by the state and replenishment will be the responsibility of the imprest fund custodian; however, this policy does not appear to address the holding of excess funds which cannot be identified.

Section 253.082, RSMo, authorizes state parks and historic sites to maintain an imprest fund not to exceed \$1,500 in an amount to be specified by the department director. Proper controls over imprest funds are necessary to prevent theft or misappropriation of public funds. To ensure compliance with state law and DSP policy, imprest funds should be maintained at the established amount, and overages or shortages should be promptly investigated and resolved.

2.3 Deposit procedures

Cash handling and deposit procedures at one of the five parks we visited needed significant improvement. Concerns were noted regarding untimely deposits and cash drawer closure, and lack of cross-training staff on deposit procedures.

Our review of transactions for one month noted deposits were not always timely or in accordance with DSP procedures. For example, one deposit was made on April 30, 2011, for \$1,660 and included sales from the previous 12 days. In addition, we noted the cash register at the gift shop is not always closed out (i.e. register tape printed and reconciled to monies in the register) at the end of each shift, as required by the park's cash handling procedures.

During our visit, the staff person generally responsible for deposits was on temporary leave. Based on our discussions with park officials, it appears the this employee is the only employee familiar with the deposit function of the



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park's accounting system. When this employee is not on duty, it appears park receipts accumulate and are not deposited timely.

DSP policy requires deposits be made at least once per week unless total receipts on hand are less than \$50, or daily when receipts exceed \$500. To adequately account for collections and reduce the risk of loss or misuse of funds, deposits should be made and cash registers closed on a timely basis. In addition, cross-training of employees is necessary to ensure deposits are made timely when applicable employees are absent.

Recommendations

The DSP:

- 2.1 Periodically review and approve each park's cash handling policies and procedures.
- 2.2 Ensure imprest funds are maintained at the established amount and overages or shortages are investigated and resolved.
- 2.3 Ensure deposits are made and cash registers are closed timely in accordance with established policies, and require cross-training of employees to ensure deposits are made timely when applicable park staff are absent.

Auditee's Response

- 2.1 *The division agrees the cash handling policies and procedures should be reviewed periodically. The division will review all cash handling procedures from each state park or historic site handling revenues and provide feedback to the facilities. When new procedures are implemented, the division will request updated cash handling procedures from each facility and will review and provide feedback.*
- 2.2 *The division agrees the imprest funds should be maintained at the established amounts. Annually, the Division of Administrative Support requests all imprest funds be reimbursed to their established amounts by the end of each fiscal year. In addition, all parks/historic sites are requested to report their imprest fund balances after June 30, but prior to July 15, so these amounts can be included in the state CAFR. In the future, State Parks staff will be instructed to contact the Financial and Information Management Program when issues arise with the imprest funds. The Imprest Fund Manager will investigate and resolve issues that are reported.*
- 2.3 *The division agrees deposits should be made in accordance with established policies and cash registers should be closed out daily if the facility processed sales for the day. Many facilities have a small staff or are limited on the staff available for cross-training of employees. The division makes every effort to ensure the staff is adequately trained for deposit of revenues. The effort to train staff*



is evident as no loss of revenues is reported. The division is currently working on the re-bid of the campground reservation system which will encompass all revenues for state parks and historic sites and should modernize division wide practices and procedures.

3. Capital Asset Records

The DSP does not maintain complete records of capital assets or adequately perform periodic inventories and reconciliations to ensure non-land assets are accounted for properly. DSP records indicate capital assets, excluding land and land improvements, totaled over \$42 million as of June 30, 2011.

The DSP does not perform physical inventories of capital assets on an annual basis. While an inventory of capital assets was conducted in March 2011, the previous inventory was conducted in 2007.

Our review of 2011 inventory records for the five parks visited noted extensive revisions and adjustments were necessary to correct DSP capital asset records. In addition, officials from the five parks stated many of the revisions requested in 2011 had also been requested in 2007. For example, 18 of 22 adjustments requested in 2011 by one park were also requested in 2007.

In addition, our review at the five state parks and the DSP central warehouse noted 4 of 20 (20 percent) assets selected were not included on the capital asset records. One of these items was purchased in 2008 but was not included on lists of adjustments submitted to the DSP. In addition, one item on the asset records could not be located because it was sold in 2009 and the records had not been updated.

DSP staff indicated they previously had one employee dedicated to reviewing and updating capital asset records. When that person's position was eliminated, her duties were assigned to another staff person also responsible for expenditure approval. DSP personnel indicated the increased workload resulted in delays with capital asset recordkeeping.

Annual physical inventories and accurate capital asset records are necessary to detect the loss, theft, or misuse of assets.

Recommendation

The DSP ensure capital asset transactions are recorded in a timely manner and capital assets records are complete and accurate. In addition, annual physical inventories of capital assets should be conducted and reconciled to the capital asset records.



Auditee's Response

The division agrees an annual inventory should be conducted and fixed asset records should be complete and accurate. Prior to 2008, inventories were completed annually and in the future the division will ensure annual inventories are completed. The division works with the Division of Administrative Support to ensure appropriate documentation is received to support removal of assets. The Division of State Parks and the Division of Administrative Support will continue to work toward having all fixed asset records correct in SAM II.

4. Procurement Card Monitoring

The DSP does not utilize a complete and up-to-date listing of procurement cards assigned to employees. The division has approximately 170 cards assigned to various employees at the state program and park levels with credit limits ranging from \$500 to \$65,000. Division procurement card purchases totaled \$658,500 during the year ended June 30, 2011.

The DSP listing of procurement cards and credit limits is incomplete and includes hand-written names of some cardholders. We compared the DSP listing to a listing provided by the state Office of Administration prepared from the card issuer's records. Our review noted some cardholders were not included on the DSP listing, and credit limits and single transaction limits differed between the two reports.

DSP officials indicated they rely on the Division of Administrative Services (DAS) to monitor credit card assignments and maintain up-to-date records; however, DSP does not regularly access the DAS list or use the DAS listing while approving expenditures. While the DAS maintains up-to-date records, they are not directly involved with the operations of the DSP and are not responsible for approving procurement card expenditures.

By not ensuring its list of procurement cards and the employees responsible for each card is complete and accurate, the DSP may be allowing some employees without a valid need to possess a card. In addition, cards may be assigned a higher credit limit than necessary, which increases the potential for program abuses to occur before management identifies the problem and can intervene.

Recommendation

The DSP work with the DAS to obtain complete and accurate listings of all procurement cards and the employees who possess them, including accurate credit limit data. These listings should be periodically reviewed to ensure only employees who need cards possess them and that credit limits are appropriate.

Auditee's Response

The division agrees with the finding. The DSP will obtain complete purchasing card lists from the United Missouri Bank purchasing card system on a regular basis. The DAS will assist the DSP to ensure changes are made in a timely manner and the listing is accurate and up to date. The division currently completes an annual review of the card limits and will



continue this procedure to ensure employees needing the purchasing card have access and have the appropriate limits.

5. Policies and Procedures Manual

The DSP policies and procedures manual has not been updated in a timely manner. The manual, referred to as the Survival Handbook, includes DSP personnel and leave policies, park sales and rental procedures, and park cash handling procedures. The most recent major revisions to the manual were made in 2006 and partial revisions were made in 2008.

Some changes made to significant state park operations, including changes to revenue collections, are not reflected in the current policy manual. In addition, forms utilized by some parks and district offices for fuel and expenditure reporting differ from those included in the policy manual. While the DSP communicates policy and procedure changes to staff through memos and trainings, these communications have not been compiled to update the policy and procedures manual.

A clear and up-to-date policy and procedures manual as well as enforcement of policies is necessary to ensure compliance and adequate control of division operations.

Recommendation

The DSP update the policies and procedures manual on a periodic basis.

Auditee's Response

The division is currently updating the manual. It should be noted that staff is immediately notified of any changes in policy or procedures and if necessary, training is provided. The division is approximately half way through updating the manual and upon completion; it will be placed on the department's intranet for easy access. This will also make future updates more efficient and will allow staff to access the most current processes.

Department of Natural Resources

Division of State Parks

Organization and Statistical Information

Missouri state parks and historic sites are administered by the Division of State Parks, which is a division of the Missouri Department of Natural Resources. Its main responsibilities are the administration of the Missouri state park system and coordination of statewide programs in the areas of outdoor recreation and trails.

Missouri's state park system contains 85 state parks and historic sites plus the Roger Pryor Pioneer Backcountry. The system offers 1,845 structures, 3,720 campsites, 323 lodging units, almost 2,000 picnic sites, and 1,024 miles of trail. Approximately 17 million people visit the system annually. The system is managed by approximately 550 full-time and up to 1,000 seasonal employees.

The primary source of funding for the state park system is half of the one-tenth-of-one-percent parks, soils and water dedicated sales tax. Additional funding comes from revenues generated in the state park system, donations, and loss recoveries. The park, soils and water tax was created through a constitutional amendment and earmarked specifically for the state park system and efforts to stop soil erosion. The tax was first approved by voters in 1984, and has since been reapproved by voters in 1988, 1996 and 2006. The sales tax renewal will be voted on again in 2016.

The current Division of State Parks Director is Bill Bryan. The division includes the Director's Office, Financial and Information Resources Management Unit, Facility and Visitor Services Program, Resource Management and Interpretation Program, State Park Ranger Program, and Planning and Development Program. There are five district offices statewide to assist in the operation and coordination of state parks and historic sites.

American Recovery and Reinvestment Act 2009 (Federal Stimulus)

The Department of Natural Resources, Division of State Parks did not receive any federal stimulus monies during the 3 years ended June 30, 2011.

Appendix A-1

Department of Natural Resources - Division of State Parks
 Combined Statement of Receipts, Disbursements, Other Financing Uses, and Changes in Cash and Investments
 Year Ended June 30, 2011

	State Parks Earnings Fund	Parks Sales Tax Fund	Meramec-Onondaga State Parks Fund	Babler State Park Fund	Historic Preservation Revolving Fund	Total (Memorandum Only)
RECEIPTS						
Parks sales and use tax	\$ 0	38,326,978	0	0	0	38,326,978
Recreational licenses and permits	5,558,435	0	0	133,867	0	5,692,302
Rentals and leases	2,134,974	0	0	2,043	0	2,137,017
Sale of products	762,035	0	0	2,806	0	764,841
Cost recovery	966,761	63,135	0	0	198	1,030,094
Interagency billings	967,133	150,736	0	0	0	1,117,869
Agency collected sales tax	137,702	0	0	0	0	137,702
Federal grants	12,760	14,232	0	0	0	26,992
Interest	0	56,183	9,223	5,156	18,354	88,916
Transfers in	7,352	18,230	0	0	0	25,582
Donations	109,338	0	0	25	0	109,363
Miscellaneous	67,302	13,467	0	0	20,000	100,769
Total Receipts	10,723,792	38,642,961	9,223	143,897	38,552	49,558,425
DISBURSEMENTS						
Personal service	4,776,151	13,231,756	0	41,639	156,874	18,206,420
Employee fringe benefits	2,215,983	5,870,235	0	24,327	75,077	8,185,622
Operations	3,392,705	9,876,887	0	62,000	260,698	13,592,290
Capital improvements and acquisitions	3,059,876	391,780	0	0	0	3,451,656
Total Disbursements	13,444,715	29,370,658	0	127,966	492,649	43,435,988
RECEIPTS OVER (UNDER) DISBURSEMENTS BEFORE OTHER FINANCING USES						
	(2,720,923)	9,272,303	9,223	15,931	(454,097)	6,122,437
OTHER FINANCING USES						
Appropriations exercised by other state agencies						
OA-Worker's compensation	10,986	292,096	0	0	0	303,082
OA-Legal and other expense	0	21,885	0	0	0	21,885
OA-Unemployment insurance	13,403	214,708	0	0	0	228,111
OA-Cost allocation plan	154,415	0	116	213	55,212	209,956
Office of the State Auditor	0	21,496	0	0	0	21,496
Department of Revenue	0	247,772	0	0	0	247,772
Total Other Financing Uses	178,804	797,957	116	213	55,212	1,032,302
RECEIPTS OVER (UNDER) DISBURSEMENTS AND OTHER FINANCING USES						
	(2,899,727)	8,474,346	9,107	15,718	(509,309)	5,090,135
CASH AND INVESTMENTS, JULY 1	32,476,096	5,702,357	1,258,174	732,272	2,211,560	42,380,459
CASH AND INVESTMENTS, JUNE 30	\$ 29,576,369*	14,176,703	1,267,281	747,990	1,702,251	47,470,594

* At June 30, 2011, \$27,954,622 was obligated for park improvements according to the Taum Sauk Project Upper Reservoir settlement.

Appendix A-2

Department of Natural Resources - Division of State Parks
 Combined Statement of Receipts, Disbursements, Other Financing Uses, and Changes in Cash and Investments
 Year Ended June 30, 2010

	State Parks Earnings Fund	Parks Sales Tax Fund	Meramec-Onondaga State Parks Fund	Babler State Park Fund	Historic Preservation Revolving Fund	Total (Memorandum Only)
RECEIPTS						
Parks sales and use tax	\$ 0	37,541,193	0	0	0	37,541,193
Recreational licenses and permits	5,022,932	0	0	130,627	0	5,153,559
Rentals and leases	2,141,120	0	0	2,854	0	2,143,974
Sale of products	628,152	0	0	886	0	629,038
Cost recovery	552,257	55,260	0	0	105	607,622
Interagency billings	215,775	71,412	0	0	0	287,187
Agency collected sales tax	167,225	0	0	34	0	167,259
Federal grants	9,060	29,699	0	0	5,000	43,759
Interest	0	57,431	16,446	9,507	38,542	121,926
Transfers in	57,708	54,169	814	264	738,413	851,368
Donations	96,768	0	0	0	0	96,768
Miscellaneous	28,248	18,206	0	0	0	46,454
Total Receipts	8,919,245	37,827,370	17,260	144,172	782,060	47,690,107
DISBURSEMENTS						
Personal service	1,530,516	17,435,671	0	52,557	161,689	19,180,433
Employee fringe benefits	667,891	8,048,004	0	30,367	75,490	8,821,752
Operations	2,783,876	10,249,860	1,457	62,200	857,145	13,954,538
Capital improvements and acquisitions	1,943,784	902,880	0	0	0	2,846,664
Total Disbursements	6,926,067	36,636,415	1,457	145,124	1,094,324	44,803,387
RECEIPTS OVER (UNDER) DISBURSEMENTS BEFORE OTHER FINANCING USES						
	1,993,178	1,190,955	15,803	(952)	(312,264)	2,886,720
OTHER FINANCING USES						
Appropriations exercised by other state agencies						
OA - Worker's compensation	69,721	375,971	0	13,779	0	459,471
OA - Legal and other expense	0	124,492	0	0	0	124,492
OA - Unemployment insurance	27,465	256,674	0	0	0	284,139
OA - Cost allocation plan	78,672	0	264	1,690	48,724	129,350
Office of the State Auditor	0	21,496	0	0	0	21,496
Department of Revenue	0	254,942	0	0	0	254,942
Total Other Financing Uses	175,858	1,033,575	264	15,469	48,724	1,273,890
RECEIPTS OVER (UNDER) DISBURSEMENTS AND OTHER FINANCING USES						
	1,817,320	157,380	15,539	(16,421)	(360,988)	1,612,830
CASH AND INVESTMENTS, JULY 1	30,658,776	5,544,977	1,242,635	748,693	2,572,548	40,767,629
CASH AND INVESTMENTS, JUNE 30	\$ 32,476,096*	5,702,357	1,258,174	732,272	2,211,560	42,380,459

* At June 30, 2010, \$29,528,460 was obligated for park improvements according to the Taum Sauk Project Upper Reservoir settlement.

Appendix A-3

Department of Natural Resources - Division of State Parks
 Combined Statement of Receipts, Disbursements, Other Financing Uses, and Changes in Cash and Investments
 Year Ended June 30, 2009

	State Parks Earnings Fund	Parks Sales Tax Fund	Meramec-Onondaga State Parks Fund	Babler State Park Fund	Historic Preservation Revolving Fund	Total (Memorandum Only)
RECEIPTS						
Parks sales and use tax	\$ 0	38,627,585	0	0	0	38,627,585
Recreational licenses and permits	4,893,371	0	0	120,279	0	5,013,650
Rentals and leases	657,398	0	0	6,946	0	664,344
Sale of products	2,222,621	0	0	0	0	2,222,621
Cost recovery	368,402	1,147	0	0	0	369,549
Interagency billings	316,652	403,037	0	0	0	719,689
Agency collected sales tax	185,712	0	0	0	0	185,712
Federal grants	0	0	0	0	0	0
Interest	0	116,792	32,204	18,594	73,828	241,418
Transfers in	15,019	31,245	0	0	873,000	919,264
Donations	58,116	0	0	0	0	58,116
Miscellaneous	21,602	95,776	0	0	3	117,381
Total Receipts	8,738,893	39,275,582	32,204	145,819	946,831	49,139,329
DISBURSEMENTS						
Personal service	5,730,106	15,655,613	0	35,536	169,552	21,590,807
Employee fringe benefits	2,220,447	6,426,827	0	17,790	71,486	8,736,550
Operations	4,049,612	13,703,929	2,285	59,440	390,965	18,206,231
Capital improvements and acquisitions	1,915,963	1,725,884	0	0	0	3,641,847
Total Disbursements	13,916,128	37,512,253	2,285	112,766	632,003	52,175,435
RECEIPTS OVER (UNDER) DISBURSEMENTS BEFORE OTHER FINANCING USES						
	(5,177,235)	1,763,329	29,919	33,053	314,828	(3,036,106)
OTHER FINANCING USES						
Appropriations exercised by other state agencies						
OA - Worker's compensation	38,443	548,113	0	0	0	586,556
OA - Legal and other expense	0	141,713	0	0	0	141,713
OA - Unemployment insurance	13,202	109,442	0	0	0	122,644
OA - Cost allocation plan	70,527	0	256	1,741	56,831	129,355
Office of the State Auditor	0	21,496	0	0	0	21,496
Department of Revenue	0	271,769	0	0	0	271,769
Total Other Financing Uses	122,172	1,092,533	256	1,741	56,831	1,273,533
RECEIPTS OVER (UNDER) DISBURSEMENTS AND OTHER FINANCING USES						
	(5,299,407)	670,796	29,663	31,312	257,997	(4,309,639)
CASH AND INVESTMENTS, JULY 1	35,958,183	4,874,181	1,212,972	717,381	2,314,551	45,077,268
CASH AND INVESTMENTS, JUNE 30	\$ <u>30,658,776*</u>	<u>5,544,977</u>	<u>1,242,635</u>	<u>748,693</u>	<u>2,572,548</u>	<u>40,767,629</u>

* At June 30, 2009, \$30,987,825 was obligated for park improvements according to the Taum Sauk Project Upper Reservoir settlement.

Appendix B

Department of Natural Resources - Division of State Parks
 Comparative Statement of Appropriations and Expenditures

	Year Ended June 30,								
	2011			2010			2009		
	Appropriation Authority	Expenditures	Lapsed Balances	Appropriation Authority	Expenditures	Lapsed Balances	Appropriation Authority	Expenditures	Lapsed Balances
STATE PARKS EARNINGS FUND									
Maintenance and Repair Natural Resources Statewide	\$ 266,385	39,879	226,506	482,508	216,123	266,385 *	515,527	515,527	0
State Parks Capital Improvements	51,537	0	51,537	173,259	121,722	51,537 *	55,194	55,194	0
State Parks Exhibits	30,216	17,041	13,175	92,750	62,534	30,216 *	272,595	272,595	0
State Parks Land	1,644	1,550	94	1,819	175	1,644 *	27,473	27,472	1
State Parks Operations Personal Service	4,781,015	4,750,791	30,224	2,864,146	1,514,299	1,349,847	5,726,261	5,724,450	1,811
State Parks Operations Expense and Equipment	2,945,434	1,116,372	1,829,062	2,945,434	492,746	2,452,688	3,220,434	1,581,271	1,639,163
Parks Resale	590,000	585,216	4,784	630,000	600,679	29,321	610,000	590,338	19,662
Parks Concessions Default	200,000	52,823	147,177	200,000	27,338	172,662	200,000	46,022	153,978
Department Operations Expense and Equipment	0	0	0	81,030	54,346	26,684	81,030	51,593	29,437
Department Operations-Contract Audits Expense and Equipment	30,000	2,833	27,167	30,000	7,452	22,548	33,763	23,479	10,284
Sales Tax General Revenue Reimbursement	200,000	162,458	37,542	200,000	181,879	18,121	230,800	185,919	44,881
Gifts To Parks	82,390	81,378	1,012	447,911	272,798	175,113	676,139	50,539	625,600
State Parks Grants	175,000	15,682	159,318	175,000	4,179	170,821	175,000	7,382	167,618
Refund Accounts	31,095	23,870	7,225	203,000	198,704	4,296	31,095	30,164	931
Pahetsi Development	350,000	300	349,700	350,000	0	350,000 *	0	0	0
Bates County Acquisition	0	0	0	0	0	0	140,000	110,722	29,278
Land Purchases	547,782	411,755	136,027	1,513,911	77,884	1,436,027 *	425,089	425,088	1
Maintenance and Repair Parks & Campground	380,551	76,633	303,918	1,159,013	105,049	1,053,964 *	140,987	140,986	1
Natural Resources Roads Parking Trails Maintenance and Repair	182,506	68,460	114,046	1,232,381	303,602	928,779 *	232,369	232,369	0
Natural Resources Spending Authority	3,275,295	2,859,611	415,684	9,217,400	1,406,654	7,810,746 *	763,068	763,067	1
Natural Resources State Parks Exhibits	699,643	0	699,643	700,000	357	699,643 *	0	0	0
Natural Resources General Construction	700,599	4,639	695,960	1,448,922	31,596	1,417,326 *	206,078	206,077	1
Unemployment Benefits	21,354	13,403	7,951	27,466	27,465	1	21,354	13,202	8,152
Various Lewis and Clark Projects	0	0	0	0	0	0	372,714	0	372,714
Natural Resources Water Waste Improvements	749	748	1	2,000,000	0	2,000,000 *	0	0	0
Improvements State Parks	0	0	0	1,400,000	0	1,400,000 *	0	0	0
Interpretive Exhibits State Parks	63,098	63,097	1	700,000	0	700,000 *	0	0	0
Total State Parks Earnings Fund	15,606,293	10,348,539	5,257,754	28,275,950	5,707,581	22,568,369	14,156,970	11,053,456	3,103,514

Appendix B

Department of Natural Resources - Division of State Parks
 Comparative Statement of Appropriations and Expenditures

	Year Ended June 30,								
	2011			2010			2009		
	Appropriation Authority	Expenditures	Lapsed Balances	Appropriation Authority	Expenditures	Lapsed Balances	Appropriation Authority	Expenditures	Lapsed Balances
PARKS SALES TAX FUND									
State Auditor Personal Service	21,496	21,496	0	21,496	21,496	0	21,496	21,496	0
State Parks Operations Expense and Equipment	8,212,215	5,625,954	2,586,261	8,560,259	4,869,258	3,691,001	8,578,692	7,060,637	1,518,055
Maintenance and Repair Natural Resources Statewide	2,318,781	19,865	2,298,916	2,594,359	275,578	2,318,781 *	987,413	987,412	1
State Parks Capital Improvements	684,119	0	684,119	730,762	46,643	684,119 *	33,557	33,556	1
Levy District Payments	6,113	6,113	0	5,147	5,147	0	5,647	5,646	1
State Parks Operations Personal Service	15,063,439	13,210,260	1,853,179	19,379,181	17,414,175	1,965,006	16,335,630	15,634,118	701,512
Payment In Lieu Of Taxes	25,875	12,414	13,461	25,875	2,103	23,772	25,875	800	25,075
Refund Accounts	2,165	0	2,165	2,165	0	2,165	2,165	2	2,163
Natural Resources Statewide Maintenance and Repair	512,892	0	512,892	566,562	53,670	512,892 *	835,891	835,891	0
Natural Resources Water Waste Improvements	1,326,280	12,240	1,314,040	2,958,764	132,484	2,826,280 *	0	0	0
Natural Resources Unprogrammed	1,240,769	409,073	831,696	1,779,846	539,077	1,240,769 *	482,229	482,228	1
Unemployment Benefits	214,710	214,708	2	256,675	256,674	1	162,419	109,442	52,977
Natural Resources Sesquicentennial	1,226,000	0	1,226,000	1,226,000	0	1,226,000 *	0	0	0
Projects State and Historic Properties	118,242	118,241	1	1,450,000	0	1,450,000 *	0	0	0
Catastrophic Projects	101,845	101,845	0	800,000	0	800,000 *	0	0	0
Various Lewis and Clark Projects	0	0	0	0	0	0	102,564	0	102,564
Bennett Camp Renovation	0	0	0	0	0	0	33	0	33
Statewide Renovations	0	0	0	0	0	0	216,489	9,650	206,839
Bruce R Watkins Center	100,000	100,000	0	100,000	100,000	0	100,000	100,000	0
Total Parks Sales Tax Fund	31,174,941	19,852,209	11,322,732	40,457,091	23,716,305	16,740,786	27,890,100	25,280,878	2,609,222
MERAMEC-ONONDAGA STATE PARKS FUND									
State Parks Operations Expense and Equipment	5,600	0	5,600	5,600	0	5,600	5,600	655	4,945
Total Meramec-Onondaga State Parks Fund	5,600	0	5,600	5,600	0	5,600	5,600	655	4,945
BABLER STATE PARK FUND									
State Parks Operations Personal Service	62,925	41,639	21,286	58,905	52,557	6,348	58,905	35,536	23,369
State Parks Operations Expense and Equipment	106,579	62,000	44,579	106,579	62,000	44,579	106,579	59,000	47,579
Refund Accounts	417	0	417	417	200	217	467	440	27
Total Babler State Park Fund	169,921	103,639	66,282	165,901	114,757	51,144	165,951	94,976	70,975
HISTORIC PRESERVATION REVOLVING FUND									
Historic Preservation Grants	1,707,243	246,582	1,460,661	1,707,243	841,566	865,677	1,768,743	370,143	1,398,600
Historic Preservation Personal Service	209,516	156,874	52,642	224,816	161,689	63,127	212,395	169,552	42,843
Historic Preservation Expense and Equipment	34,169	14,116	20,053	34,169	15,579	18,590	34,169	20,822	13,347
Historic Properties	1,000,000	0	1,000,000	1,000,000	0	1,000,000 *	1,000,000	0	1,000,000
Refund Accounts	165	0	165	165	0	165	165	0	165
Total Historic Preservation Revolving Fund	2,951,093	417,572	2,533,521	2,966,393	1,018,834	1,947,559	3,015,472	560,517	2,454,955
Total All Funds	\$ 49,907,848	30,721,959	19,185,889	71,870,935	30,557,477	41,313,458	45,234,093	36,990,482	8,243,611

Appendix B

Department of Natural Resources - Division of State Parks
 Comparative Statement of Appropriations and Expenditures

*Biennial appropriations set up in fiscal year 2010 are re-appropriations to fiscal year 2011. After the fiscal year-end processing has been completed, the unexpended fiscal year 2010 appropriation balance for a biennial appropriation is established in fiscal year 2011. Therefore, there is no lapsed balance for a biennial appropriation at the end of fiscal year 2010.

The lapsed balances include the following withholdings made at the Governor's request:

	Year Ended June 30,		
	2011	2010	2009
State Parks Earnings Fund			
State Parks Exhibits	\$ 4,000	0	0
Land Purchases	0	1,300,000	0
Natural Resources Roads Parking Trails			
Maintenance and Repairs	0	780,000	0
Natural Resources Water Waste			
Improvements	0	2,000,000	0
Improvements State Parks	0	1,400,000	0
Interpretive Exhibits State Parks	0	700,000	0
Parks Sales Tax Fund			
Natural Resources Water Waste			
Improvements	0	1,500,000	0
Natural Resources Sesquicentennial		1,226,000	
Projects State and Historic Properties	0	1,450,000	0
Catastrophic Projects	0	800,000	0
Historic Preservation Revolving Fund			
Historic Properties	0	1,000,000	0
Total All Funds	\$ 4,000	12,156,000	0

Appendix C

Department of Natural Resources - Division of State Parks
 Comparative Statement of Expenditures (From Appropriations)

	Year Ended June 30,				
	2011	2010	2009	2008	2007
Salaries and wages	\$ 18,206,421	19,180,435	21,590,808	20,808,149	19,926,096
Travel, in-state	656,212	335,861	1,353,451	1,433,759	1,395,954
Travel, out-of-state	5,798	5,869	33,429	29,188	23,648
Fuel and utilities	1,552,420	1,432,834	1,535,928	1,475,468	1,371,798
Supplies	3,267,317	2,703,341	4,176,143	4,304,156	4,033,500
Professional development	56,607	57,562	110,230	141,306	88,575
Communication service and supplies	271,882	307,890	278,455	386,534	384,754
Services:					
Professional services	977,633	856,297	1,168,351	1,051,592	1,378,561
Housekeeping and janitorial	262,416	299,265	309,468	334,395	302,680
Maintenance and repair	562,267	449,896	624,294	728,396	656,706
Equipment:					
Computer	0	0	0	197,548	291,690
Motorized	169,461	13,739	232,255	262,410	279,904
Office	35,579	104,651	47,712	107,372	136,899
Other	301,614	197,229	809,964	1,013,610	1,014,573
Property and improvements	3,451,657	2,846,664	3,641,847	1,471,553	2,950,821
Building lease payments	10,453	26,918	40,757	299,565	301,921
Equipment rental and leases	72,039	61,823	105,893	101,482	125,471
Miscellaneous expenses	263,620	252,595	308,103	346,227	326,615
Refunds	23,870	198,904	30,606	22,997	29,782
Program distribution:	574,693	1,225,704	592,788	377,148	278,384
Total Expenditures	\$ <u>30,721,959</u>	<u>30,557,477</u>	<u>36,990,482</u>	<u>34,892,855</u>	<u>35,298,332</u>