



Missouri Department of dnr.mo.gov

NATURAL RESOURCES

Michael L. Parson, Governor

Carol S. Comer, Director

Aug. 28, 2019

Mr. M.L. Cauthon III
Mid-Missouri SWMD
1200 Locust St.
Boonville, MO 65233

Dear Mr. Cauthon:

The Missouri Department of Natural Resources' Waste Management Program (WMP) has received the final Independent Auditors' Report Performance Audit of Region H- Mid-Missouri Solid Waste Management District (District), conducted by the Department's Internal Audit Program of Jefferson City, Missouri. The performance audit of District "H" was completed in accordance with 260.325.9, Revised Statutes of Missouri.

We have reviewed the findings made by the accounting firm and the District's responses to those findings. We have prepared a list of recommended actions (enclosed) that we recommend the District take to correct problems identified in the audit. Our recommended actions are addressed in the same order as the issues in the accountants' report.

Your response to our recommended actions should be submitted in writing to WMP within 90 days of this letter's date. We will be able to review your response more quickly if you follow the same order as the list of recommended actions.

After the WMP receives your written comments regarding the recommended actions, WMP will contact you to reach a final resolution of the audit findings.

We appreciate your assistance with these auditing efforts. If you have any questions, please contact Ms. Lauren Cole at Missouri Department of Natural Resources, Waste Management Program, P.O. Box 176, Jefferson City, MO 65102, by phone at 573-526-3843 or by email at lauren.cole@dnr.mo.gov.

Sincerely,

WASTE MANAGEMENT PROGRAM

Richard A. Kempker, Chief
Operations Section

RK/dia

Enclosure

c: Mr. Leland Rehard, Mid-Missouri Solid Waste Management District

**Performance Audit Follow-up
Region H – Mid- Missouri Solid Waste Management District
July 1, 2016 through June 30, 2018**

1. Unobligated Carry-Over Approval Process

Auditor Recommendation:

The District should allocate the excess carry-over to projects other than district operations in the next request for project proposals, unless otherwise approved by the program.

District Response:

We agree with the recommendation. The board and City of Columbia's policy requires the district to hold 25 percent of the previous year operating funds (operations and income) as a cash reserve. This policy needs to be incorporated into the district by-laws. The district will ensure that happens. For this fiscal year, the district emailed the program to inform them that they had more than \$20,000.00 in unobligated carry-over and our intention to obligate those funds towards eligible grant projects in FY20.

Waste Management Program (WMP) Response:

WMP agrees with the auditor's recommendation.

WMP Recommendation:

WMP recommends the District take action to comply with this finding. The District must request, in writing, from WMP to have excess interest or carry-over funds of over \$20,000.00. If there is no approval from WMP, the funds must be obligated to other grants. The District must follow state statues, rules, and the General Terms and Conditions, not the City policy of holding 25 percent.

2. Missouri Sunshine Law Policy

Auditor Recommendation:

The district must ensure a Missouri Sunshine Law is developed and adopted for the district. This should include how to request records, the types of records available to requestors, any applicable fees for records, and who is designated to be the Custodian of Records.

District Response:

We agree with the recommendation. In the past, the district has relied on the City of Columbia's Sunshine Law policy, education, fee schedule, and system for designating and training Custodians. Having our own simple policy would help too. We will develop our own policy, so it does not conflict with the City's policy.

WMP Response:

WMP agrees with the auditor's recommendation. Each public governmental body shall provide a reasonable written policy in compliance with sections 610.010 to 610.030.

WMP Recommendation:

The District shall submit a written Sunshine Law Policy to WMP within 90 days. The District should refer to the Missouri Sunshine Law for guidance on what needs to be in the District policy.