

## **LBA Financial Audit Report Summary: Lottery Commission Management Letter For The Fiscal Year Ended June 30, 2004**

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The New Hampshire Lottery Commission, formerly known as the Sweepstakes Commission, was established by the chapter laws of 1963 and became the first modern state-run lottery program. The Lottery's primary purpose has always been to raise revenue for the benefit of public education. The financial activities of the Lottery, as a department of the State of New Hampshire, are reported as an enterprise fund in the State's Comprehensive Annual Financial Report as well as in the Lottery's separately issued report.

The Lottery operates both instant and on-line games for the purpose of funding state aid to education. As a member of two joint lottery ventures, the Tri-State Lotto Commission and the Multi-State Lottery Association, the Lottery offers a variety of games, including the Megabucks and Powerball games. During fiscal year 2004, the Lottery also licensed and taxed charitable organizations which hold Bingo games and manufacture, distribute and retail Lucky 7 tickets.

During fiscal year 2004, the Lottery's operating revenues were \$239 million, a 7% increase from the prior year. Gross sales profit margin was 33%, a slight increase from the 32% margin experienced during the prior year. The Lottery transferred \$73.7 million to the State's Education Trust Fund during fiscal year 2004, an increase of 11% over the prior fiscal year.

We audited the financial statements of the Lottery as of and for the year ended June 30, 2004 and issued our unqualified report thereon dated December 2, 2004. A copy of the Lottery's comprehensive annual financial report may be obtained from the New Hampshire Lottery Commission, P.O. Box 1208, Concord, New Hampshire, 03302-1208.

This management letter, a byproduct of the audit of the New Hampshire Lottery Commission for the fiscal year ended June 30, 2004, contains an auditor's report on compliance and on internal control over financial reporting and related audit findings. The following is a list of the comments in the report.

### ***Internal Control Comments***

#### **Reportable Conditions**

- The Lottery Should Establish Formal Risk Assessment Policies And Procedures
- Comprehensive Manual Of Policies And Procedures Should Be Established Covering Lottery Operations
- Incident Handling And Reporting Policies And Procedures Should Be Established For Significant Control Processes

- Statutes And Administrative Rules Should Be Reviewed For Continued Applicability
- Accountability For Cash Collected In The Sales Office Should Be Improved
- Policies And Procedures Should Be Established For Calculating Unclaimed Prize Liabilities
- Disaster Recovery Plan Should Be Completed And Periodically Tested
- Audits Of The Gaming System Vendor Should Include Tests Of The Effectiveness Of Controls
- General And Information Technology Security Measures Should Be Reviewed
- Policies And Procedures Should Be Established For Handling Delinquent Agent Accounts