

LBA Financial Audit Report Summary:

Department of Regional Community-Technical Colleges, Christa McAuliffe
Planetarium Audit Report for the Nine Months Ended March 31, 1999

The reporting entity of this audit and audit report was the Christa McAuliffe Planetarium (Planetarium), established under RSA 188-F:58, within the Office of the Commissioner, Department of Regional Community-Technical Colleges (RCTC). The Planetarium's business functions include the presentation of planetarium shows, the operation of a gift shop, exhibits, workshops, and special events.

The Planetarium is located on the grounds of the New Hampshire Technical Institute, at 3 Institute Drive, Concord.

The Planetarium was opened in June 1990 as a memorial to Sharon Christa McAuliffe, a Concord teacher who lost her life in 1986 aboard the space shuttle Challenger. The Planetarium is managed by the fifteen-member Christa McAuliffe Planetarium Commission. The day to day operations and financial management of the Planetarium is under the supervision of a Director, who serves at the pleasure of the Commission. At March 31, 1999, there were 10 full-time and 10 part-time employees at the Planetarium.

Pursuant to RSA 188-F:57-a, the mission of the Planetarium "is to educate, incite, and entertain learners of all ages in the sciences and humanities by actively engaging them in the exploration of astronomy and space."

The Planetarium is funded by State General Fund appropriations. Revenues are received from Planetarium show admissions; private function, membership, and workshop fees; gift shop sales; donations; and grants. The financial activity of the Planetarium, as reported in the General Fund for the nine months ended March 31, 1999, is summarized in the following table.

Summary Of Revenues And Expenditures Nine Months Ended March 31, 1999	General Fund
Total Revenues	\$ 262,213
Total Expenditures	\$ 563,104
Excess (Deficiency) Of Revenues Over (Under) Expenditures	\$ (300,891)

The audit report included auditor's reports on compliance and on internal control over financial reporting and on management issues. The following table lists the topics of the comments in the report.

Internal Control Comments

Material Weaknesses

- Lack Of Controls Over Planetarium Ticketing And Admission Process
- Controls Over Equipment Need Strengthening

Other Reportable Conditions

- Controls Not Established To Mitigate Segregation Of Duties Risks Over Revenue
- Controls Over Gift Shop Operations Need Strengthening
- Gift Shop Policies And Procedures Manual Needed
- Controls Over Electronic Data Processing Systems Need Strengthening
- Facility Maintenance Agreement Needs To Be Documented
- Policies And Procedures Regarding Changes In Dental Insurance Coverage Need Improvement

Compliance Comments

State Compliance

- Administrative Rules Need To Be Adopted
- Information Technology Plan Needs To Be Filed
- Filings Of Statements Of Financial Interests Need To Be Monitored

Management Issues Comments

- Business And Disaster Contingency Plan Needed
- Year 2000 Compliance Status
- Preparation Of Consumable Inventory Form Should Be Made More Efficient

The auditor's report on the Planetarium's financial statement was qualified due to the lack of presentation of the financial position of the Planetarium in the State's General Fund and with respect to the Planetarium's general fixed assets.