



2021 NH City & Town Clerks' Annual Conference Audit Presentation



Topics



- ❖ *Updates*
- ❖ *DMV Audit Team*
- ❖ *Deposits and Documents*
- ❖ *Inventory*



Updates



- ▶ Thomas Nickerson AKA Nick retired July 15, 2021
- ▶ Stamie Guerra is our new Auditor
- ▶ Round 14 to start 2022
- ▶ Marina Boat Agents round 2 to start September 2021
- ▶ Territories modified
 - ▶ Regions with Pods
 - ▶ Every Auditor has a pod in each region
 - ▶ Larger agents divided out - 11





DMV Audit Team



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Deposits



Printed Documents Required

Two Check

- Deposit receipt from bank with the date of deposit and amount deposited

Single Payment

- Bank confirmation of ACH transfer request to include:
 - Date ACH transfer request was initiated
 - Amount Requesting to be transferred

Daily Deposits/ACH Transfers

- Daily deposits per Saf-C 519.21
- Written approval for alternate deposit schedule
 - Proven hardship on town letterhead
 - No more than 3 days of revenue
- Switching from two check to single payment voids any approved alternate deposit schedule



Inventory



- ❖ Confirming Information – Verify the decal and/or plate on the registration matches what is being attached. Only issue on transfers when expiration year is changing.
- ❖ Damaged Decals- Make a photo copy for your records to keep in a separate file, mark the date and if decal is unreadable rewrite the number. Return with daily work in a separate envelope to the warehouse.
- ❖ Unusable Inventory — View the inventory in the system to confirm it has not been issued on a registration, if not contact the MA Help desk to see if it is available in VISION.
- ❖ Obsolete Inventory- Return to DMV no later than Jan 15th (Saf-C 519.26). Make sure to document what is being sent back.



Document, Document, Document





Thank you!

Do you have questions?