

**Grantee: Southern New Mexico Legal Services**  
**Recipient No. 732026 - Roswell Branch**  
**Report No. OIG 00-008**

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FINAL REPORT

June 8, 2000

VIA E-mail  
Mr. Arturo G. Bastidos  
Executive Director  
Southern New Mexico Legal Services  
300 North Downtown Mall  
Las Cruces, New Mexico 88001

Recipient No. 732026

Dear Mr. Bastidos:

The on-site inspection of the *Roswell* branch office was conducted on May 5, 2000. The inspection determined that the office was in general compliance with the LSC Accounting Guide. The inspection identified the following areas where internal controls should be improved:

1. The branch office did not document the reason for disbursements until September of 1999 when they were instructed to do so by the main office. The Accounting Guide as well as grantee policy required that requests for disbursements be documented and approved. Prior to this inspection the branch office was instructed to begin using a Requisition for Trust Account Check form which is to be prepared by an attorney and approved by an approving official.
2. The branch office had on several occasions accepted cash from clients. This practice is against the grantee's policy. The branch office should be reminded by the main office of client trust fund policies.

Please provide a copy of this report to each member of the board of directors of Southern New Mexico Legal Services.

Sincerely,

(Signed)

E.R. Quatrevaux  
Inspector General