



**GROVE, MUELLER & SWANK, P.C.**  
CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS

December 11, 2003

Board of Directors  
Physical Therapist Licensing Board  
Portland, Oregon

During the course of our audit field work for the three years ended June 30, 2003, certain opportunities for improving internal controls and record keeping were noted. This letter contains recommendations for strengthening those areas. They are not necessarily as complete or comprehensive as that which might result from a special systems and procedure review.

Internal accounting control refers to accounting and related procedures designed to assist officials to better control and safeguard the assets that have been entrusted to them and to provide the greatest practical assurance that accounting records are properly and accurately maintained. Also, internal accounting controls are important to auditors in that poor or weak controls require added procedures and extension in the scope of the audit work done.

Review for areas of possible improvement is a normal part of the audit and we wish to emphasize that the recommendations contained herein are presented solely to assist the Board officials in achieving more sound internal controls and record keeping. The following recommendations are in no way intended to be a reflection on the capability or integrity of any official or employee.

We also wish to express our appreciation for the cooperation and courtesy extended to us by the Board during our audit.

This report is intended for the information of the Board of Directors and management of Physical Therapist Licensing Board, and the State of Oregon Division of Audits and is not intended to be and should not be used by anyone other than those specified parties. However, this report is a matter of public record and its distribution is not limited.

Very truly yours,

  
CERTIFIED PUBLIC ACCOUNTANTS

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***PRIOR RECOMMENDATIONS:***

***ROTATION OF BACKUP MEDIA***

*Situation:*

The backup media is not currently being rotated among multiple backup sessions of the accounting data. For example, a rotation may include two media sets which are rotated every other Monday. Rotating backup media in this way provides the option to restore from either of the last two Mondays.

*Recommendation:*

We recommended implementing a rotation scheme for the Board's backup operations.

*Status:*

This recommendation was complied with as of June 30, 2003.

***UNSECURED DEPOSITS***

*Situation:*

Monies in excess of the Federal Deposit Insurance Corporation Limits of \$100,000 were not secured at times during the year by a certificate of participation in the State of Oregon collateral pool as required by Oregon Revised Statute 295.

*Recommendation:*

Management has obtained a certificate of participation collateral pool for an adequate amount to insure amounts held in the banking institution.

*Status:*

The Board did exceed collateralized amounts at times during the current period. We suggest management review certificate of participation requirements from the State of Oregon in order to comply with the required Oregon Revised Statutes.