

**REPORT OF THE AUDIT OF THE
BOYLE COUNTY
CLERK**

**For The Year Ended
December 31, 2015**



**MIKE HARMON
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EXECUTIVE SUMMARY

AUDIT OF THE BOYLE COUNTY CLERK

**For The Year Ended
December 31, 2015**

The Auditor of Public Accounts has completed the Boyle County Clerk's audit for the year ended December 31, 2015. Based upon the audit work performed, the financial statement presents fairly in all material respects, the receipts, disbursements, and excess fees in conformity with the regulatory basis of accounting.

Financial Condition:

Excess fees decreased by \$14,543 from the prior year, resulting in excess fees of \$252,284 as of December 31, 2015. Receipts decreased by \$4,130 from the prior year and disbursements increased by \$10,413.

Debt Obligations:

Capital lease principal agreements totaled \$9,011 as of December 31, 2015. Future principal and interest payments of \$9,011 are needed to meet these obligations.

Report Comment:

2015-001 The County Clerk Did Not Prepare Franchise Tax Bills Totaling \$498,492

Deposits:

The county clerk's deposits were insured and collateralized by bank securities.

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MIKE HARMON
AUDITOR OF PUBLIC ACCOUNTS

The Honorable Harold McKinney, Boyle County Judge/Executive
The Honorable Trille Bottom, Boyle County Clerk
Members of the Boyle County Fiscal Court

Independent Auditor's Report

Report on the Financial Statement

We have audited the accompanying Statement of Receipts, Disbursements, and Excess Fees - Regulatory Basis of the County Clerk of Boyle County, Kentucky, for the year ended December 31, 2015, and the related notes to the financial statement.

Management's Responsibility for the Financial Statement

Management is responsible for the preparation and fair presentation of this financial statement in accordance with accounting practices prescribed or permitted by the laws of Kentucky to demonstrate compliance with the Commonwealth of Kentucky's regulatory basis of accounting as described in Note 1. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of a financial statement that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on this financial statement based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, and the *Audit Guide for County Fee Officials* issued by the Auditor of Public Accounts, Commonwealth of Kentucky. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statement. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statement, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statement in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statement.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.



The Honorable Harold McKinney, Boyle County Judge/Executive
The Honorable Trille Bottom, Boyle County Clerk
Members of the Boyle County Fiscal Court

Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles

As described in Note 1 of the financial statement, the financial statement is prepared by the Boyle County Clerk on the basis of the accounting practices prescribed or permitted by the laws of Kentucky to demonstrate compliance with the Commonwealth of Kentucky’s regulatory basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

The effects on the financial statement of the variances between the regulatory basis of accounting described in Note 1 and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

Adverse Opinion on U.S. Generally Accepted Accounting Principles

In our opinion, because of the significance of the matter discussed in the Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles paragraph, the financial statement referred to above does not present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of each fund of the Boyle County Clerk, as of December 31, 2015, or changes in financial position or cash flows thereof for the year then ended.

Opinion on Regulatory Basis of Accounting

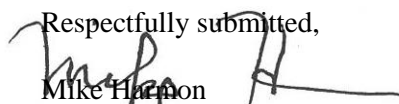
In our opinion, the financial statement referred to above presents fairly, in all material respects, the receipts, disbursements, and excess fees of the Boyle County Clerk for the year ended December 31, 2015, in accordance with the basis of accounting practices prescribed or permitted by the Commonwealth of Kentucky as described in Note 1.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated June 13, 2016 on our consideration of the Boyle County Clerk’s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity’s internal control over financial reporting and compliance.

Based on the results of our audit, we have presented the accompanying comment and recommendation, included herein, which discusses the following report comment:

2015-001 The County Clerk Did Not Prepare Franchise Tax Bills Totaling \$498,492

Respectfully submitted,

Mike Harmon
Auditor of Public Accounts

June 13, 2016

BOYLE COUNTY
TRILLE BOTTOM, COUNTY CLERK
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND EXCESS FEES - REGULATORY BASIS

For The Year Ended December 31, 2015

Receipts

Libraries and Archives Grant	\$	6,699	
State Fees For Services			8,268
Fiscal Court			6,034
Licenses and Taxes:			
Motor Vehicle-			
Licenses and Transfers	\$	880,661	
Usage Tax		3,795,918	
Tangible Personal Property Tax		2,102,066	
Notary Fees		9,560	
Duplicate Registrations		741	
Other-			
Fish and Game Licenses		4,235	
Marriage Licenses		7,797	
Occupational Licenses		5,400	
Deed Transfer Tax		101,041	
Delinquent Tax		<u>207,223</u>	7,114,642
Fees Collected for Services:			
Recordings-			
Deeds, Easements, and Contracts		12,688	
Real Estate Mortgages		36,038	
Chattel Mortgages and Financing Statements		63,131	
Powers of Attorney		2,432	
Affordable Housing Trust		28,008	
All Other Recordings		28,988	
Charges for Other Services-			
Copywork		13,995	
Postage		<u>2,381</u>	187,661
Other:			
Advertising Fees		1,093	
Refunds		11,398	
IRS Deposits		624	
Miscellaneous		<u>11,720</u>	24,835

The accompanying notes are an integral part of this financial statement.

BOYLE COUNTY
 TRILLE BOTTOM, COUNTY CLERK
 STATEMENT OF RECEIPTS, DISBURSEMENTS, AND EXCESS FEES - REGULATORY BASIS
 For The Year Ended December 31, 2015
 (Continued)

Receipts (Continued)

Interest Earned	\$ 283
Total Receipts	7,348,422

Disbursements

Payments to State:

Motor Vehicle-

Licenses and Transfers	\$ 581,048	
Usage Tax	3,679,520	
Tangible Personal Property Tax	801,431	
Licenses, Taxes, and Fees-		
Fish and Game Licenses	3,770	
Delinquent Tax	24,693	
Legal Process Tax	23,057	
Affordable Housing Trust	<u>28,334</u>	\$ 5,141,853

Payments to Fiscal Court:

Tangible Personal Property Tax	106,717	
Delinquent Tax	13,208	
Deed Transfer Tax	<u>95,989</u>	215,914

Payments to Other Districts:

Tangible Personal Property Tax	1,109,614	
Delinquent Tax	<u>111,963</u>	1,221,577

Payments to Sheriff 18,552

Payments to County Attorney 25,994

Operating Disbursements and Capital Outlay:

Personnel Services-

Deputies' Salaries	264,589
Part-Time Salaries	5,740

Contracted Services-

Leases and Service Agreements	33,186
Advertising	1,216
Printing and Binding	5,566

The accompanying notes are an integral part of this financial statement.

BOYLE COUNTY
 TRILLE BOTTOM, COUNTY CLERK
 STATEMENT OF RECEIPTS, DISBURSEMENTS, AND EXCESS FEES - REGULATORY BASIS
 For The Year Ended December 31, 2015
 (Continued)

Disbursements (Continued)

Operating Disbursements and Capital Outlay (Continued):

Materials and Supplies-		
Office Supplies	\$ 13,554	
Other Charges-		
Conventions and Travel	6,519	
Dues	1,395	
Postage	8,526	
Bank Charges	329	
Refunds	19,378	
Authority to Refund Revenue	696	
Libraries and Archives Grant	6,699	
Miscellaneous	4,482	\$ 371,875
Capital Outlay-		
Office Equipment	3,240	
Office Maintenance	929	4,169
Total Disbursements		<u>\$ 6,999,934</u>
Net Receipts		348,488
Less: Statutory Maximum		<u>88,663</u>
Excess Fees		259,825
Less: Expense Allowance	3,600	
Training Incentive Benefit	3,941	<u>7,541</u>
Excess Fees Due County for 2015		252,284
Payment to Fiscal Court - March 15, 2016		<u>248,000</u>
Balance Due Fiscal Court at Completion of Audit		<u>\$ 4,284</u>

The accompanying notes are an integral part of this financial statement.

BOYLE COUNTY
NOTES TO FINANCIAL STATEMENT

December 31, 2015

Note 1. Summary of Significant Accounting Policies

A. Fund Accounting

A fee official uses a fund to report on the results of operations. A fund is a separate accounting entity with a self-balancing set of accounts. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

A fee official uses a fund for fees to account for activities for which the government desires periodic determination of the excess of receipts over disbursements to facilitate management control, accountability, and compliance with laws.

B. Basis of Accounting

KRS 64.820 directs the fiscal court to collect any amount, including excess fees, due from the county clerk as determined by the audit. KRS 64.152 requires the county clerk to settle excess fees with the fiscal court by March 15 each year.

The financial statement has been prepared on a regulatory basis of accounting, which demonstrates compliance with the laws of Kentucky and is a special purpose framework. Under this regulatory basis of accounting, receipts and disbursements are generally recognized when cash is received or disbursed with the exception of accrual of the following items (not all-inclusive), at December 31 that may be included in the excess fees calculation:

- Interest receivable
- Collection on accounts due from others for 2015 services
- Reimbursements for 2015 activities
- Payments due other governmental entities for December tax and fee collections and payroll
- Payments due vendors for goods or services provided in 2015

The measurement focus of a fee official is upon excess fees. Remittance of excess fees is due to the county treasurer in the subsequent year.

C. Cash and Investments

KRS 66.480 authorizes the county clerk's office to invest in the following, including but not limited to, obligations of the United States and of its agencies and instrumentalities, obligations and contracts for future delivery or purchase of obligations backed by the full faith and credit of the United States, obligations of any corporation of the United States government, bonds or certificates of indebtedness of this state, and certificates of deposit issued by or other interest-bearing accounts of any bank or savings and loan institution which are insured by the Federal Deposit Insurance Corporation (FDIC) or which are collateralized, to the extent uninsured, by any obligation permitted by KRS 41.240(4).

BOYLE COUNTY
 NOTES TO FINANCIAL STATEMENT
 December 31, 2015
 (Continued)

Note 2. Employee Retirement System and Other Post-Employment Benefits

The county official and employees have elected to participate in the County Employees Retirement System (CERS), pursuant to KRS 78.530 administered by the Board of Trustees of the Kentucky Retirement Systems. This is a cost sharing, multiple employer defined benefit pension plan, which covers all eligible full-time employees and provides for retirement, disability and death benefits to plan members. Benefit contributions and provisions are established by statute.

Nonhazardous covered employees are required to contribute five percent of their salary to the plan. Nonhazardous covered employees who begin participation on or after September 1, 2008 are required to contribute six percent of their salary to the plan. The county's contribution rate for nonhazardous employees was 17.67 percent for the first six months and 17.06 percent for the last six months.

In accordance with Senate Bill 2, signed by the Governor on April 4, 2014, plan members who began participating on, or after, January 1, 2014, were required to contribute to the Cash Balance Plan. The Cash Balance Plan is known as a hybrid plan because it has characteristics of both a defined benefit plan and a defined contribution plan. Members in the plan contribute a set percentage of their salary each month to their own accounts. Members contribute five percent (nonhazardous) of their annual creditable compensation and one percent to the health insurance fund which is not credited to the member's account and is not refundable. The employer contribution rate is set annually by the Board based on an actuarial valuation. The employer contributes a set percentage of the member's salary. Each month, when employer contributions are received, an employer pay credit is deposited to the member's account. A member's account is credited with a four percent (nonhazardous) employer pay credit. The employer pay credit represents a portion of the employer contribution.

Benefits fully vest on reaching five years of service for nonhazardous employees. Aspects of benefits for nonhazardous employees include retirement after 27 years of service or age 65. Nonhazardous employees who begin participation on or after September 1, 2008 must meet the rule of 87 (member's age plus years of service credit must equal 87, and the member must be a minimum of 57 years of age) or the member is age 65, with a minimum of 60 months service credit.

CERS also provides post-retirement health care coverage as follows:

For members participating prior to July 1, 2003, years of service and respective percentages of the maximum contribution are as follows:

Years of Service	% paid by Insurance Fund	% Paid by Member through Payroll Deduction
20 or more	100%	0%
15-19	75%	25%
10-14	50%	50%
4-9	25%	75%
Less than 4	0%	100%

BOYLE COUNTY
NOTES TO FINANCIAL STATEMENT
December 31, 2015
(Continued)

Note 2. Employee Retirement System and Other Post-Employment Benefits (Continued)

As a result of House Bill 290 (2004 General Assembly), medical insurance benefits are calculated differently for members who began participation on or after July 1, 2003. Once members reach a minimum vesting period of ten years, non-hazardous employees whose participation began on or after July 1, 2003, earn ten dollars per month for insurance benefits at retirement for every year of earned service without regard to a maximum dollar amount.

Historical trend information showing the CERS' progress in accumulating sufficient assets to pay benefits when due is presented in the Kentucky Retirement Systems' annual financial report. This report may be obtained by writing the Kentucky Retirement Systems, 1260 Louisville Road, Frankfort, KY 40601-6124, or by telephone at (502) 564-4646.

Note 3. Deposits

The Boyle County Clerk maintained deposits of public funds with depository institutions insured by the Federal Deposit Insurance Corporation (FDIC) as required by KRS 66.480(1)(d). According to KRS 41.240, the depository institution should pledge or provide sufficient collateral which, together with FDIC insurance, equals or exceeds the amount of public funds on deposit at all times. In order to be valid against the FDIC in the event of failure or insolvency of the depository institution, this pledge or provision of collateral should be evidenced by an agreement between the county clerk and the depository institution, signed by both parties, that is (a) in writing, (b) approved by the board of directors of the depository institution or its loan committee, which approval must be reflected in the minutes of the board or committee, and (c) an official record of the depository institution.

Custodial Credit Risk - Deposits

Custodial credit risk is the risk that in the event of a depository institution failure, the county clerk's deposits may not be returned. The Boyle County Clerk does not have a deposit policy for custodial credit risk but rather follows the requirements of KRS 66.480(1)(d) and KRS 41.240. As of December 31, 2015, all deposits were covered by FDIC insurance or a properly executed collateral security agreement.

Note 4. Grant

The Boyle County Clerk's office received a local records microfilming grant from the Kentucky Department for Libraries and Archives in the amount of \$15,840, to be expended by June 30, 2015. The beginning balance at January 1, 2015 was \$9,775. Funds totaling \$6,699 were expended during the year. The unexpended grant balance of \$3,076 was returned to the Kentucky Department for Libraries and Archives, in accordance with the grant agreement. As of December 31, 2015, there is no ending balance to report.

BOYLE COUNTY
 NOTES TO FINANCIAL STATEMENT
 December 31, 2015
 (Continued)

Note 5. Lease Agreements

- A. The office of the county clerk was committed to a lease agreement with Pitney Bowes for a postage meter. The agreement requires a quarterly payment of \$468 for 16 quarters, to be completed on December 31, 2017. The total balance of the agreement was \$3,744 as of December 31, 2015.
- B. The office of the county clerk was committed to a lease agreement with Software Management, Inc., for computer systems hardware and software. The agreement requires a monthly payment of \$2,631 for 60 months, to be completed on March 6, 2016. The total balance of the agreement was \$5,267 as of December 31, 2015.
- C. The office of the county clerk was committed to a lease agreement with Software Management, Inc. for an additional computer system (hardware and software) used for scanning during the Libraries and Archives grant period. The agreement required monthly payments of \$200 to be completed on June 30, 2015. The lease was paid off during calendar year 2015, leaving a \$0 ending balance.

Note 6. Outstanding Checks Held In Escrow

The county clerk deposited outstanding checks in a non-interest bearing account. The clerk's escrowed amounts were as follows:

2013	\$129
2014	\$129
2015	\$725

KRS 393.090 states that after three years, if the funds have not been claimed, they are presumed abandoned. Abandoned funds are required to be sent to the Kentucky State Treasurer pursuant to KRS 393.110.

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REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND
ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF THE FINANCIAL
STATEMENT PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*



MIKE HARMON
AUDITOR OF PUBLIC ACCOUNTS

The Honorable Harold McKinney, Boyle County Judge/Executive
The Honorable Trille Bottom, Boyle County Clerk
Members of the Boyle County Fiscal Court

**Report On Internal Control Over Financial Reporting And
On Compliance And Other Matters Based On An Audit Of The Financial
Statement Performed In Accordance With Government Auditing Standards**

Independent Auditor's Report

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the Statement of Receipts, Disbursements, and Excess Fees - Regulatory Basis of the Boyle County Clerk for the year ended December 31, 2015, and the related notes to the financial statement and have issued our report thereon dated June 13, 2016. The Boyle County Clerk's financial statement is prepared on a regulatory basis of accounting, which demonstrates compliance with the Commonwealth of Kentucky's regulatory basis of accounting and budget laws, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statement, we considered the Boyle County Clerk's internal control over financial reporting (internal control) to determine audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statement, but not for the purpose of expressing an opinion on the effectiveness of the Boyle County Clerk's internal control. Accordingly, we do not express an opinion on the effectiveness of the Boyle County Clerk's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. *A material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statement will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.



Report on Internal Control Over Financial Reporting And
On Compliance And Other matters Based On An Audit Of The Financial
Statement In Accordance With *Government Auditing Standards*
(Continued)

Compliance And Other Matters

As part of obtaining reasonable assurance about whether the Boyle County Clerk's financial statement is free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed an instance of noncompliance or other matters that is required to be reported under *Government Auditing Standards*, and which is described in the accompanying comment and recommendation as item 2015-001.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Mike Harmon", with a long horizontal line extending to the right.

Mike Harmon
Auditor of Public Accounts

June 13, 2016

COMMENT AND RECOMMENDATION

BOYLE COUNTY
TRILLE BOTTOM, COUNTY CLERK
COMMENT AND RECOMMENDATION

For The Year Ended December 31, 2015

STATE LAWS AND REGULATIONS:

2015-001 The County Clerk Did Not Prepare Franchise Tax Bills Totaling \$498,492

The county clerk did not prepare 55 franchise tax bills totaling \$498,492. The county clerk should prepare franchise bills upon receipt of the state assessment certification and promptly give to the sheriff to mail. KRS 133.220(2) requires the county clerk to prepare tax bills and in part, states “the county clerk shall prepare for the use of the sheriff...a correct tax bill for each taxpayer in the county.” The county clerk failed to perform this duty. By not preparing the franchise tax bills and submitting them to the sheriff to collect, the county, school, and other taxing districts did not receive the tax revenues they were entitled to. These tax districts rely on the timely receipt of tax revenues, and by the county clerk neglecting her duties, the tax districts’ budgets and cash flows were negatively affected. The share of the unbilled franchise taxes for each taxing district are as follows:

County	\$48,422
School	\$250,110
Library	\$59,353
Health	\$17,577
Extension	\$51,016
Soil	\$1,359 (new district for 2015)
Fire	\$22,127
City	\$48,528

We recommend the county clerk prepare the 55 franchise tax bills that have not been prepared and ensure franchise bills are prepared and submitted to the sheriff, timely in the future. We are referring this matter to the Department of Revenue.

County Clerk’s Response: An administrative assistant has been hired and a new franchise software is being installed to handle bills more efficiently and effectively.

