



Auditor of Public Accounts  
Mike Harmon

**FOR IMMEDIATE RELEASE**

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**Harmon Releases Audit of Clark County Clerk's Fee Account**

**FRANKFORT, Ky.** – State Auditor Mike Harmon today released the audit of the 2015 financial statement of Clark County Clerk Michelle Turner. State law requires the auditor to conduct annual audits of county clerks and sheriffs.

Auditing standards require the auditor's letter to communicate whether the financial statement presents fairly the receipts, disbursements and excess fees of the Clark County Clerk in accordance with accounting principles generally accepted in the United States of America. The clerk's financial statement did not follow this format. However, the clerk's financial statement is fairly presented in conformity with the regulatory basis of accounting, which is an acceptable reporting methodology. This reporting methodology is followed for all 120 clerk audits in Kentucky.

As part of the audit process, the auditor must comment on non-compliance with laws, regulations, contracts and grants. The auditor must also comment on material weaknesses involving the internal control over financial operations and reporting.

The audit contains the following comment:

**The county clerk's office lacked adequate segregation of duties.** The county clerk's office lacked adequate segregation of duties over the accounting and reporting functions of the clerk's office. The bookkeeper is responsible for preparing daily deposits, preparing and signing checks, posting to the disbursements ledger, preparing monthly bank reconciliations, and preparing the quarterly financial reports. This is a result of the clerk assigning all these duties to one individual, instead of segregating the duties to other individuals. A lack of segregation of incompatible duties or strong oversight increases the risk of undetected errors.

A proper segregation of duties over the accounting and reporting functions such as preparation of the quarterly reports or implementing compensating controls when necessary because of a limited number of staff, is essential for providing protection from undetected errors. Additionally, a proper

segregation of duties protects employees in the normal course of performing their daily responsibilities. The county clerk should separate the duties involved in preparing deposits, writing checks, posting to ledgers, preparing monthly bank reconciliations, and preparing financial reports. If this is not feasible due to a limited number of staff, cross-checking procedures could be implemented and documented by the individual performing the procedure.

*County Clerk's Response: We are working to improve for 2016.*

The county clerk's responsibilities include collecting certain taxes, issuing licenses, maintaining county records and providing other services. The clerk's office is funded through statutory fees collected in conjunction with these duties.

The audit report can be found on the [auditor's website](#).

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