

**REPORT OF THE AUDIT OF THE  
GRAYSON COUNTY  
SHERIFF**

**For The Year Ended  
December 31, 2020**



**MIKE HARMON  
AUDITOR OF PUBLIC ACCOUNTS  
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**MIKE HARMON**  
**AUDITOR OF PUBLIC ACCOUNTS**

The Honorable Kevin Henderson, Grayson County Judge/Executive  
The Honorable Norman Chaffins, Grayson County Sheriff  
Members of the Grayson 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 Sheriff of Grayson County, Kentucky, for the year ended December 31, 2020, 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 and budget laws. 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 the 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.

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The Honorable Kevin Henderson, Grayson County Judge/Executive  
The Honorable Norman Chaffins, Grayson County Sheriff  
Members of the Grayson 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 Grayson County Sheriff 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 the Grayson County Sheriff, as of December 31, 2020, 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 Grayson County Sheriff for the year ended December 31, 2020, 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 November 9, 2021, on our consideration of the Grayson County Sheriff’s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is solely 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. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Grayson County Sheriff’s internal control over financial reporting and compliance.

Based on the results of our audit, we have presented the accompanying Schedule of Findings and Responses, included herein, which discusses the following report comments:

- 2020-001 The Sheriff’s Office Has A Lack Of Segregation Of Duties With Inadequate Compensating Controls
- 2020-002 The Grayson County Sheriff Did Not Properly Procure Body Cameras Or Vehicles

Respectfully submitted,



Mike Harmon  
Auditor of Public Accounts

GRAYSON COUNTY  
 NORMAN CHAFFINS, SHERIFF  
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND EXCESS FEES - REGULATORY BASIS

For The Year Ended December 31, 2020

Receipts

|   |               |           |
|---|---------------|-----------|
| Federal:  |               |           |
| Coronavirus Emergency Supplemental Funding Grant                  | \$ 20,100     |           |
| Highway Safety Grant  | <u>3,517</u>  | \$ 23,617 |
| State - Kentucky Law Enforcement Foundation Program Fund (KLEFPF) |               | 49,013    |
| State Fees For Services:  |               |           |
| Finance and Administration Cabinet                                |               | 104,117   |
| Circuit Court Clerk:  |               |           |
| Court Ordered Payments  |               | 13,774    |
| Fiscal Court  |               | 253,904   |
| County Clerk - Delinquent Taxes                                   |               | 24,855    |
| Commission On Taxes Collected                                     |               | 551,011   |
| Fees Collected For Services:                                      |               |           |
| Auto Inspections  | 7,885         |           |
| Accident and Police Reports                                       | 355           |           |
| Serving Papers  | 22,670        |           |
| Carry Concealed Deadly Weapon Permits                             | 7,785         |           |
| Carry Concealed Deadly Weapon Photos                              | 635           |           |
| Lake Patrol   | 28,987        |           |
| Elizabethtown Community & Technical College Security              | <u>10,000</u> | 78,317    |
| Other:  |               |           |
| Miscellaneous   | 9,358         |           |
| 10% add-on fees   | 53,990        |           |
| Drug Force  | <u>19,216</u> | 82,564    |
| Interest Earned   |               | 66        |

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

GRAYSON COUNTY  
 NORMAN CHAFFINS, SHERIFF  
 STATEMENT OF RECEIPTS, DISBURSEMENTS, AND EXCESS FEES - REGULATORY BASIS  
 For The Year Ended December 31, 2020  
 (Continued)

Receipts (Continued)

|                   |  |                   |
|-------------------|--|-------------------|
| Borrowed Money:   |  |                   |
| State Advancement |  | <u>\$ 300,000</u> |
| Total Receipts    |  | 1,481,238         |

Disbursements

Operating Disbursements and Capital Outlay:

|                                 |               |            |  |
|---------------------------------|---------------|------------|--|
| Personnel Services-             |               |            |  |
| Deputies' Salaries              | \$ 315,889    |            |  |
| KLEFPF                          | 29,878        |            |  |
| Bailiffs                        | 98,324        |            |  |
| Clerks                          | 99,579        |            |  |
| Contracted Services-            |               |            |  |
| Advertising                     | 173           |            |  |
| Vehicle Maintenance and Repairs | 40,133        |            |  |
| Computer Leases and Services    | 12,971        |            |  |
| Materials and Supplies-         |               |            |  |
| Office Materials and Supplies   | 16,342        |            |  |
| Uniforms/Officer Supplies       | 104,735       |            |  |
| Auto Expense-                   |               |            |  |
| Gasoline                        | 45,128        |            |  |
| Cell Phone and Telephone        | 9,186         |            |  |
| Other Charges-                  |               |            |  |
| Conventions and Travel          | 650           |            |  |
| Dues                            | 861           |            |  |
| Postage                         | 10,232        |            |  |
| Bond                            | 4,603         |            |  |
| Service                         | 1,540         |            |  |
| Miscellaneous                   | 15,998        |            |  |
| Lab Work                        | 1,908         |            |  |
| K-9                             | 218           |            |  |
| Capital Outlay-                 |               |            |  |
| Office Equipment                | 3,380         |            |  |
| Vehicles                        | <u>75,948</u> | \$ 887,676 |  |

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



GRAYSON COUNTY  
 NORMAN CHAFFINS, SHERIFF  
 STATEMENT OF RECEIPTS, DISBURSEMENTS, AND EXCESS FEES - REGULATORY BASIS  
 For The Year Ended December 31, 2020  
 (Continued)

Disbursements (Continued)

Debt Service:

|                   |               |                   |
|-------------------|---------------|-------------------|
| State Advancement | \$ 300,000    |                   |
| Leases            | <u>66,227</u> | <u>\$ 366,227</u> |

|   |  |                     |
|---|--|---------------------|
| Total Disbursements                             |  | <u>\$ 1,253,903</u> |
| Net Receipts                                    |  | 227,335             |
| Less: Statutory Maximum                         |  | <u>97,031</u>       |
| Excess Fees Due County for 2020                 |  | 130,304             |
| Payment to Fiscal Court - February 18, 2021     |  | <u>129,319</u>      |
| Balance Due Fiscal Court at Completion of Audit |  | <u>\$ 985</u>       |

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

GRAYSON COUNTY  
NOTES TO FINANCIAL STATEMENT

December 31, 2020

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 sheriff as determined by the audit. KRS 134.192 requires the sheriff to settle excess fees with the fiscal court at the time he files his annual settlement with the fiscal court on or before September 1 of each year. KRS 64.830 requires an outgoing sheriff to settle excess fees with the fiscal court of his county by March 15 immediately following the expiration of his term of office.

The financial statement has been prepared on a regulatory basis of accounting, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. This basis 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 2020 services
- Reimbursements for 2020 activities
- Tax commissions due from December tax collections
- Payments due other governmental entities for payroll
- Payments due vendors for goods or services provided in 2020

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 sheriff's office to invest in 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).

GRAYSON COUNTY  
NOTES TO FINANCIAL STATEMENT  
December 31, 2020  
(Continued)

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

The sheriff's office has elected to participate, pursuant to KRS 78.530, in the County Employees Retirement System (CERS), which is administered by the Board of Trustees of the Kentucky Retirement Systems (KRS). 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

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 be allocated as follows: five percent will go to the member's account and one percent will go to the KRS insurance fund.

In accordance with Senate Bill 2, signed by the Governor on April 4, 2013, 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. Nonhazardous covered employees contribute five percent of their annual creditable compensation. Nonhazardous members also contribute 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 KRS Board of Directors 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 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.

The county's contribution rate for nonhazardous employees was 24.06 percent for the year.

Hazardous

Hazardous covered employees are required to contribute eight percent of their salary to the plan. Hazardous covered employees who begin participation on or after September 1, 2008, are required to contribute nine percent of their salary to be allocated as follows: eight percent will go to the member's account and one percent will go to the KRS insurance fund.

GRAYSON COUNTY  
 NOTES TO FINANCIAL STATEMENT  
 December 31, 2020  
 (Continued)

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

Hazardous (Continued)

In accordance with Senate Bill 2, signed by the Governor on April 4, 2013, 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. Hazardous members contribute eight percent 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 hazardous member's account is credited with a seven and one-half percent employer pay credit. The employer pay credit represents a portion of the employer contribution.

Aspects of benefits for hazardous employees include retirement after 20 years of service or age 55. For hazardous employees who begin participation on or after September 1, 2008, aspects of benefits include retirement after 25 years of service or the member is age 60, with a minimum of 60 months of service credit.

The county's contribution rate for hazardous employees was 39.58 percent for the year.

Other Post-Employment Benefits (OPEB)

A. Health Insurance Coverage - Tier 1

CERS 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:

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

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. This dollar amount is subject to adjustment annually based on the retiree cost of living adjustment, which is updated annually due to changes in the Consumer Price Index.

GRAYSON COUNTY  
 NOTES TO FINANCIAL STATEMENT  
 December 31, 2020  
 (Continued)

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

Other Post-Employment Benefits (OPEB) (Continued)

A. Health Insurance Coverage - Tier 1 (Continued)

Hazardous employees whose participation began on or after July 1, 2003, earn 15 dollars per month for insurance benefits at retirement for every year of earned service without regard to a maximum dollar amount. Upon the death of a hazardous employee, the employee's spouse receives ten dollars per month for insurance benefits for each year of the deceased employee's hazardous service. This dollar amount is subject to adjustment annually based on the retiree cost of living adjustment, which is updated annually due to changes in the Consumer Price Index.

Benefits are covered under KRS 161.714 with exception of COLA and retiree health benefits after July 2003.

B. Health Insurance Coverage - Tier 2 and Tier 3 - Nonhazardous

Once members reach a minimum vesting period of 15 years, earn ten dollars per month for insurance benefits at retirement for every year of earned service without regard to a maximum dollar amount. This dollar amount is subject to adjustment annually by 1.5 percent. This was established for Tier 2 members during the 2008 Special Legislative Session by House Bill 1. During the 2013 Legislative Session, Senate Bill 2 was enacted, creating Tier 3 benefits for members.

The monthly insurance benefit has been increased annually as a 1.5 percent cost of living adjustment (COLA) since July 2003 when the law changed. The annual increase is cumulative and continues to accrue after the member's retirement.

Tier 2 member benefits are covered by KRS 161.714 with exception of COLA and retiree health benefits after July 2003. Tier 3 members are not covered by the same provisions.

C. Health Insurance Coverage - Tier 2 and Tier 3 - Hazardous

Once members reach a minimum vesting period of 15 years, earn fifteen dollars per month for insurance benefits at retirement for every year of earned service without regard to a maximum dollar amount. This dollar amount is subject to adjustment annually by 1.5 percent. Upon the death of a hazardous employee, the employee's spouse receives ten dollars per month for insurance benefits for each year of the deceased employee's hazardous service. This was established for Tier 2 members during the 2008 Special Legislative Session by House Bill 1. During the 2013 Legislative Session, Senate Bill 2 was enacted, creating Tier 3 benefits for members.

The monthly insurance benefit has been increased annually as a 1.5 percent COLA since July 2003 when the law changed. The annual increase is cumulative and continues to accrue after the member's retirement.

D. Cost of Living Adjustments - Tier 1

The 1996 General Assembly enacted an automatic cost of living adjustment (COLA) provision for all recipients of KRS benefits. During the 2008 Special Session, the General Assembly determined that each July beginning in 2009, retirees who have been receiving a retirement allowance for at least 12 months will receive an automatic COLA of 1.5 percent. The COLA is not a guaranteed benefit. If a retiree has been receiving a benefit for less than 12 months, and a COLA is provided, it will be prorated based on the number of months the recipient has been receiving a benefit.

GRAYSON COUNTY  
NOTES TO FINANCIAL STATEMENT  
December 31, 2020  
(Continued)

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

Other Post-Employment Benefits (OPEB) (Continued)

E. Cost of Living Adjustments - Tier 2 and Tier 3

No COLA is given unless authorized by the legislature with specific criteria. To this point, no COLA has been authorized by the legislature for Tier 2 or Tier 3 members.

F. Death Benefit

If a retired member is receiving a monthly benefit based on at least 48 months of service credit, KRS will pay a \$5,000 death benefit payment to the beneficiary designated by the member specifically for this benefit. Members with multiple accounts are entitled to only one death benefit.

KRS Annual Financial Report and Proportionate Share Audit Report

KRS issues a publicly available annual financial report that includes financial statements and required supplementary information on CERS. 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.

KRS also issues proportionate share audit reports for both total pension liability and other post-employment benefits for CERS determined by actuarial valuation as well as each participating county's proportionate share. Both the Schedules of Employer Allocations and Pension Amounts by Employer and the Schedules of Employer Allocations and OPEB Amounts by Employer reports and the related actuarial tables are available online at <https://kyret.ky.gov>. The complete actuarial valuation report, including all actuarial assumptions and methods, is also available on the website or can be obtained as described in the paragraph above.

Note 3. Deposits

The Grayson County Sheriff maintained deposits of public funds with federally insured banking institutions as required by the Department for Local Government's (DLG) *County Budget Preparation and State Local Finance Officer Policy Manual*. The DLG Manual strongly recommends perfected pledges of securities covering all public funds except direct federal obligations and funds protected by federal insurance. In order to be perfected 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 sheriff 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. These requirements were met.

Custodial Credit Risk - Deposits

Custodial credit risk is the risk that in the event of a depository institution failure, the sheriff's deposits may not be returned. The Grayson County Sheriff does not have a deposit policy for custodial credit risk, but rather follows the requirements of the DLG *County Budget Preparation and State Local Finance Officer Policy Manual*. As of December 31, 2020, all deposits were covered by FDIC insurance or a properly executed collateral security agreement.

GRAYSON COUNTY  
 NOTES TO FINANCIAL STATEMENT  
 December 31, 2020  
 (Continued)

Note 4. Federal Coronavirus Emergency Supplemental Funding Grant

The Grayson County Sheriff's office received a Coronavirus Emergency Supplemental Funding (CESF) grant from the Department of Justice in the amount of \$20,100. Funds totaling \$20,100 were expended during the year. The unexpended grant balance was \$0 as of December 31, 2020.

Note 5. Short-term Debt

A. Direct Borrowing

The Grayson County Sheriff's office borrowed a state advancement of funds in the amount of \$300,000 to defray the expenses of the office for 2020. The loan was repaid on December 9, 2020.

B. Changes in Short-term Debt

|                       | Beginning<br>Balance | Additions | Reductions | Ending<br>Balance |
|-----------------------|----------------------|-----------|------------|-------------------|
| Direct Borrowings     | \$                   | 300,000   | 300,000    | \$                |
| Total Short-term Debt | \$ 0                 | 300,000   | 300,000    | \$ 0              |

Note 6. Lease Agreement

The Grayson County Sheriff's office was committed to a lease agreement for four vehicles. The agreement requires a yearly payment of \$33,717 for four years to be completed on December 31, 2021. The lease agreement was paid off early. The total remaining balance of the agreement was \$0 as of December 31, 2020.

Note 7. Drug Eradication Fund

The sheriff's office maintains a drug eradication fund for drug related receipts and disbursements. The balance of the fund on January 1, 2020 was \$2,760. During 2020, receipts of the drug eradication fund were \$95 and disbursements were \$14. The ending balance was \$2,841, which is not subject to excess fees.

Note 8. Drug Confiscation Fund

The sheriff's office maintains a drug confiscation fund for holding drug related seized funds until a court order for dispensation. The balance of the fund on January 1, 2020 was \$1,905. During 2020, receipts of the drug confiscation fund were \$0 and disbursements were \$0. The ending balance was \$1,905, which is not subject to excess fees.

Note 9. Federal Highway Safety Grant

The sheriff's office maintains a grant fund to account for Federal Highway Safety Grant receipts and disbursements. During 2019, the sheriff received grant funds of \$3,517 and disbursements were \$3,517. The ending reconciled balance was \$0.

GRAYSON COUNTY  
NOTES TO FINANCIAL STATEMENT  
December 31, 2020  
(Continued)

Note 10. U.S. Army Corps of Engineers - Lake Patrol Contracts and Lake Patrol Fund

The sheriff's office maintains a lake patrol fund to account for receipts of federal lake patrol contracts. The balance of the fund on January 1, 2020, was \$0. During 2020, lake patrol receipts of \$28,987 were received. In addition a miscellaneous receipt of \$560 was received bringing total receipts to \$29,547 and lake patrol disbursements were \$29,547. The ending balance was \$0.

A. Nolin Lake Contract

The Grayson County Sheriff's office contracted with the U.S. Army Corps of Engineers to provide patrols around Nolin Lake project grounds from May 17, 2019 through April 30, 2020 and May 1, 2020 through December 31, 2020. The amount received under this contract during 2020 was \$15,740.

B. Rough River Contract

The Grayson County Sheriff's office contracted with the U.S. Army Corps of Engineers to provide patrols around Rough River project grounds from May 17, 2019 through April 30, 2020 and May 1, 2020 through April 30, 2021. The amount received under this contract during 2020 was \$13,247.



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*

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**MIKE HARMON**  
**AUDITOR OF PUBLIC ACCOUNTS**

The Honorable Kevin Henderson, Grayson County Judge/Executive  
The Honorable Norman Chaffins, Grayson County Sheriff  
Members of the Grayson 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 Grayson County Sheriff for the year ended December 31, 2020, and the related notes to the financial statement and have issued our report thereon dated November 9, 2021. The Grayson County Sheriff'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 Grayson County Sheriff's internal control over financial reporting (internal control) as a basis for designing 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 Grayson County Sheriff's internal control. Accordingly, we do not express an opinion on the effectiveness of the Grayson County Sheriff's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying Schedule of Findings and Responses, we identified certain deficiencies in internal control that we consider to be material weaknesses.

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 a 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. We consider the deficiencies described in the accompanying Schedule of Findings and Responses as items 2020-001 and 2020-002 to be material weaknesses.

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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*  
(Continued)

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Grayson County Sheriff'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 financial statement. 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 matter that is required to be reported under *Government Auditing Standards* and which is described in the accompanying Schedule of Findings and Responses as item 2020-002.

**Views of Responsible Official and Planned Corrective Action**

The Grayson County Sheriff's views and planned corrective action for the findings identified in our audit are described in the accompanying Schedule of Findings and Responses. The Grayson County Sheriff's responses were not subjected to the auditing procedures applied in the audit of the financial statement and, accordingly, we express no opinion on them.

**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

November 9, 2021

## SCHEDULE OF FINDINGS AND RESPONSES

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GRAYSON COUNTY  
NORMAN CHAFFINS, SHERIFF  
SCHEDULE OF FINDINGS AND RESPONSES

For The Year Ended December 31, 2020

FINANCIAL STATEMENT FINDINGS:

2020-001 The Sheriff's Office Has A Lack Of Segregation Of Duties With Inadequate Compensating Controls

This is a repeat finding and was included in the prior year audit report as finding 2019-001. The Grayson County Sheriff's office did not have adequate segregation of duties. While the sheriff implemented compensating controls, they were deemed inadequate due to the numerous posting errors. The bookkeeper prepares all checks, records receipts and disbursements on ledgers, reconciles accounts, and prepares financial statements with limited oversight by the sheriff.

According to the sheriff, this condition is caused by the diversity of operations with a limited number of staff. The sheriff failed to implement effective compensating controls to offset this deficiency in internal controls. The lack of segregation of duties or strong oversight caused an incorrect financial statement to be submitted to the Department for Local Government.

Segregation of duties or the implementation of compensating controls, when limited by the number of staff, is essential for providing protection against the misappropriation of assets and inaccurate financial reporting. Additionally, proper segregation of duties protects employees in the normal course of performing their daily responsibilities.

We recommend the sheriff strengthen the compensating controls noted above by allowing different deputies to perform these functions. For those duties that cannot be segregated, strong management oversight and documented review processes should be implemented by the sheriff.

*Sheriff's Response: We constantly strive to reduce or eradicate this finding by taking the advice of our auditors. We will continue to make adjustments in our office in order to accomplish that goal.*

2020-002 The Grayson County Sheriff Did Not Properly Procure Body Cameras Or Vehicles

The Grayson County Sheriff purchased body cameras and two vehicles during the year. The amount expended for the body cameras was \$62,516. The amount expended for the vehicles was \$75,948. The sheriff failed to solicit bids on both purchases.

Since the sheriff did not follow proper bidding procedures or maintain bid documentation, it is possible the county did not get the lowest bid for the body cameras or the vehicles. In addition, the Grayson County Sheriff is not in compliance with KRS 424.260.

Strong internal controls require management to monitor disbursements to ensure compliance with bid laws, and to keep good records of all bid transactions. KRS 424.260(1) states, "[e]xcept where a statute specifically fixes a larger sum as the minimum for a requirement of advertisement for bids, no city, county, or district, or board or commission of a city or county, or sheriff or county clerk, may make a contract, lease, or other agreement for materials, supplies except perishable meat, fish, and vegetables, equipment, or for contractual services other than professional, involving an expenditure of more than thirty thousand dollars (\$30,000) without first making newspaper advertisement for bids." Also, according to the Grayson County Administration Code section 4.2 (C.), "[w]hen an expenditure exceeds \$30,000.00 in cost, the Judge/Executive and/or designee shall place an advertisement in the newspaper of largest circulation in the county at least once, not less than seven, nor more than twenty-one days, before bid opening."

GRAYSON COUNTY  
NORMAN CHAFFINS, SHERIFF  
SCHEDULE OF FINDINGS AND RESPONSES  
For The Year Ended December 31, 2020  
(Continued)

FINANCIAL STATEMENT FINDINGS: (Continued)

2020-002 The Grayson County Sheriff Did Not Properly Procure Body Cameras Or Vehicles (Continued)

According to the sheriff he was not aware that the body cameras needed to be advertised for bids because there are not any local dealers. The sheriff also said that he assumed the vehicles were purchased at the state contract listing since the price was the same, however he did not have documentation to confirm this.

We recommend that the sheriff comply with the requirements of KRS 424.260 and the county's administrative code by making proper advertisements for all applicable expenditures or contracts exceeding \$30,000.

*Sheriff's Response: Although we bid out via email, we failed to advertise locally for body cameras estimate. Going forward, we will request bids by posting in local paper.*