

**REPORT OF THE AUDITOR OF PUBLIC ACCOUNTS  
AGREED-UPON PROCEDURES ENGAGEMENT  
OF THE  
JESSAMINE COUNTY  
PROPERTY VALUATION ADMINISTRATOR**

**For The Period  
July 1, 2018 Through June 30, 2019**



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

**Independent Accountant's Report**  
**On Applying Agreed-Upon Procedures**

Holly M. Johnson, Secretary, Finance and Administration Cabinet  
The Honorable Brad Freeman, Jessamine County Property Valuation Administrator  
Nicholasville, Kentucky 40356

We have performed the procedures enumerated below, which were agreed to by the Finance and Administration Cabinet, Department of Revenue (DOR), and the Jessamine County Property Valuation Administrator (PVA), solely to assist you with the accountability for statutory contribution receipts and disbursements, including capital outlay disbursements, city government receipts, recordkeeping, and leases and contracts for the period July 1, 2018 through June 30, 2019. PVA's management is responsible for the accountability for statutory contribution receipts and disbursements, including capital outlay disbursements, city government receipts, recordkeeping, and leases and contracts. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are as follows:

1. Procedure -

Determine if the PVA has a receipts ledger, a disbursements ledger, and reconciles bank records to books each month. Re-perform the year-end bank reconciliation (June 30, 2019), for all bank accounts, to determine if amounts are accurate.

Finding -

The PVA had a receipts and disbursements ledger. The PVA conducts monthly bank reconciliations. The June 30, 2019 bank reconciliation was not accurate. Outstanding checks per the bank reconciliation included checks written after year-end.

*PVA Response: Reconciled bank statements on or shortly after receiving statement, which was not at month's end. Bank statements look balanced, but it included next month's activity in Quicken. Auditor wants it to be done at month's end, so we will have to change date on reconciliation to reflect the month's end.*

**Auditor's reply:** The PVA reconciled his account balance as of the date he performed the reconciliation, not as of June 30, 2019.



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The Honorable Brad Freeman, Jessamine County Property Valuation Administrator  
(Continued)

2. Procedure -

Confirm all payments by the city to the PVA. Compare recorded city receipts to confirmed payment amounts obtained from city governments. Also compare recorded city receipts to the DOR list of cities to determine if the PVA has accounted for all city receipts.

Finding -

It was noted that a payment of \$9,477.97 was not received from the City of Wilmore.

*PVA Response: City of Wilmore paid the 2017 tax roll bill late (2/2018). So, they failed to pay the 2018 tax roll bill as an oversight. They have now paid the 2018 bill in the amount of \$9,477.97 on 2/7/2020. We deposited their check on 2/26/2020 after checking with auditor.*

3. Procedure -

Confirm all payments made by the fiscal court to the PVA. Compare the budgeted statutory contribution by the fiscal court to the legally required amounts calculated by the Department of Revenue. Trace the fiscal court payments from the fiscal court statutory contribution budget account to the PVA's local bank account.

Finding -

No exceptions were found as a result of applying the procedure.

4. Procedure -

Judgmentally select 15 disbursements from PVA records and agree amounts to paid invoices or other supporting documentation and bank records. Determine if the disbursement is for official business. Inspect all credit card statements (if any) to determine if disbursements are for official business.

Finding -

No exceptions were found as a result of applying the procedure.

5. Procedure -

Compare capital outlay disbursements with supporting documentation, bank records, and proper purchasing procedures. Observe newly acquired assets. Determine if assets were added to the PVA's Capital Asset Inventory List.

Finding -

Not applicable because the PVA did not purchase any capital outlay between July 1, 2018 and June 30, 2019.

Holly M. Johnson, Secretary, Finance and Administration Cabinet  
The Honorable Brad Freeman, Jessamine County Property Valuation Administrator  
(Continued)

6. Procedure -

Scan vehicle lease agreements, personal service contracts, and professional service contracts for cost schedules and compare to actual payments. Determine if services received were appropriate, for official business, and properly authorized.

Finding -

Not applicable because the PVA does not have any lease agreements, personal service contracts, or professional service contracts.

7. Procedure -

Compare the PVA's final budget to actual disbursements to determine if the PVA overspent in any account series.

Finding -

Budget to actual disbursements were compared and the PVA overspent in two account series. For FY 2019, actual expenditures for Commodities/Other Expenses (Series 300) were \$1,942 over budget, and actual expenditures for Telecommunications & Computer Services (Series 800) were \$9,716 over budget.

*PVA Response: If over budget in a series, we need to move or transfer budget funds to compensate the over spending in a series.*

8. Procedure -

Determine whether timesheets are completed, maintained, approved, and support hours worked by inspecting one pay period's timesheets.

Finding -

No exceptions were found as a result of applying the procedure.

9. Procedure -

Determine whether cash balances were properly transferred from the former PVA to the new PVA.

Finding -

Not applicable as no change in the PVA.

10. Procedure -

For PVA office employees hired between July 1, 2018 and June 30, 2019, determine if the Ethics Certification Form has been completed and is on file.

Finding -

No exceptions were found as a result of applying the procedure.

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(Continued)

11. Procedure -

Determine if the PVA's office was closed any day other than the state's approved holidays. If so, determine if the proper procedures and forms were completed.

Finding -

Not applicable because the PVA did not close any other days than the state's approved holidays.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and the *Fiscal and Personnel Administration Manual for the Office of Property Valuation Administrator*. We were not engaged to, and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the receipts and disbursements, including capital outlay disbursements, city government receipts, recordkeeping, and leases and contracts. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the Property Valuation Administrator and the Finance and Administration Cabinet, Department of Revenue, and is not intended to be and should not be used by anyone other than these specified parties.

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

February 25, 2020