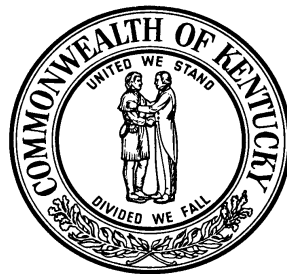


**REPORT OF THE AUDITOR OF PUBLIC ACCOUNTS
AGREED-UPON PROCEDURES ENGAGEMENT
OF THE
MARSHALL COUNTY
PROPERTY VALUATION ADMINISTRATOR**

**For The Period
July 1, 2015 Through June 30, 2016**



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Independent Accountant's Report
On Applying Agreed Upon Procedures

William M. Landrum III, Secretary, Finance and Administration Cabinet
The Honorable Tony Henson Marshall County Property Valuation Administrator
Benton, Kentucky 42025

We have performed the procedures enumerated below, which were agreed to by the Finance and Administration Cabinet, Department of Revenue, and the Marshall 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, 2015 through June 30, 2016. 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, 2016), for all bank accounts, to determine if amounts are accurate.

Finding -

The PVA has receipts and disbursements ledgers. The PVA performs monthly bank reconciliations. The June 30, 2016 bank reconciliation was accurate.



William M. Landrum III, Secretary, Finance and Administration Cabinet
The Honorable Tony Henson, Marshall 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 review the list of city receipts for completeness.

Finding -

Payments from the cities have been confirmed and agreed to the PVA's receipts records. The list of cities' receipts is complete.

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 -

Payments made by the fiscal court to the PVA have been confirmed. The budgeted statutory contribution by the fiscal court agreed to the legally required amounts calculated by the Department of Revenue. Fiscal court payments were traced from the fiscal court statutory contribution budget account to the PVA's local bank accounts.

4. Procedure -

Judgmentally select 15 disbursements from PVA records and agree amounts to cancelled checks, paid invoices or other supporting documentation. Determine if the expenditure is for official business. Review all credit card statements (if any) to determine if expenditures are for official business.

Finding -

Nine of the 15 selected disbursements agreed to cancelled checks and paid invoices or other supporting documentation; however, six disbursements could not be agreed to cancelled checks because the PVA used a debit card for those six disbursements. Fourteen of the disbursements tested were determined to be for official business; however, one disbursement in the amount of \$219 was not for official business. The PVA should personally reimburse his office account for this expense. There were no credit card disbursements.

PVA's Response: The \$219 purchase was to replace the broken coffee maker in the office. Since the previous coffee maker had been in the office as long as I had, I incorrectly assumed it was a valid purchase. The money has been reimbursed in full.

William M. Landrum III, Secretary, Finance and Administration Cabinet
The Honorable Tony Henson, Marshall County Property Valuation Administrator
(Continued)

5. Procedure -

Compare capital outlay disbursements with cancelled checks, supporting documentation, and proper purchasing procedures. Verify the location of newly acquired assets. Determine if assets were added to the PVA's Capital Asset Inventory List.

Finding -

Disbursements agree to cancelled checks and supporting documentation. Proper purchasing procedures were not followed for one capital outlay purchase of a server, which was not bid. The location of the newly acquired asset was verified. Assets were not added to the PVA's Capital Asset Inventory List.

PVA's Response: The server will be added to the capital outlay inventory per the auditor's request, and any future computer hardware purchases will be valued as the sum of their final configuration, not individual parts, regardless if those parts are additions to a base configuration. This will also apply to how purchasing procedures are handled in the future, even if there are clear delineations between services and products - purchases will be looked at as a sum.

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 -

The PVA's agreement and contract payments agree to cost schedules and the services rendered were appropriate, for official business, and properly authorized.

7. Procedure -

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

Finding -

The PVA's final budget was compared to actual expenditures and the PVA was within budget overall but overspent in three account series.

8. Procedure -

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

Finding -

Timesheets were completed, maintained, approved, and supported hours worked.

William M. Landrum III, Secretary, Finance and Administration Cabinet
The Honorable Tony Henson, Marshall County Property Valuation Administrator
(Continued)

9. Procedure -

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

Finding -

Not applicable; there was no change in PVA.

10. Procedure -

For PVA office employees hired between July 1, 2015 and June 30, 2016, determine if the Ethics Certification Form has been completed and is on file.

Finding -

Not applicable; no employees were hired between July 1, 2015 and June 30, 2016.

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 -

The PVA followed the proper procedures and completed the appropriate form for the days the office was closed other than the state's approved holidays.

We were not engaged to, and did not conduct an examination, the objective of which would be the expression of an opinion 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. 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,



Mike Harmon
Auditor of Public Accounts

March 29, 2017