

**REPORT OF THE AUDIT OF THE  
MENIFEE COUNTY  
CLERK**

**For The Year Ended  
December 31, 2017**



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

The Honorable Rick Stiltner, Menifee County Judge/Executive  
The Honorable Brenda Carty, Menifee County Clerk  
Members of the Menifee 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 Menifee County, Kentucky, for the year ended December 31, 2017, 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 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 Rick Stiltner, Menifee County Judge/Executive  
The Honorable Brenda Carty, Menifee County Clerk  
Members of the Menifee 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 Menifee 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 Menifee County Clerk, as of December 31, 2017, 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 Menifee County Clerk for the year ended December 31, 2017, in accordance with the basis of accounting practices prescribed or permitted by the Commonwealth of Kentucky as described in Note 1.

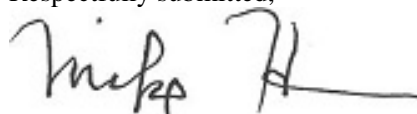
**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated August 27, 2018, on our consideration of the Menifee County Clerk’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 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 Menifee County Clerk’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:

- 2017-001 The County Clerk’s Office Lacks Adequate Segregation Of Duties
- 2017-002 The County Clerk Lacks Controls Over Payroll
- 2017-003 The County Clerk Did Not Distribute Ad Valorem Taxes In Accordance With KRS 134.815

Respectfully submitted,



Mike Harmon  
Auditor of Public Accounts

August 27, 2018

MENIFEE COUNTY  
BRENDA CARTY, COUNTY CLERK  
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND EXCESS FEES - REGULATORY BASIS

For The Year Ended December 31, 2017

Receipts

State Revenue Supplement		\$ 66,599
Fiscal Court		1,301
Licenses and Taxes:		
Motor Vehicle-		
Licenses and Transfers	\$ 234,363	
Usage Tax	216,692	
Tangible Personal Property Tax	490,701	
Other-		
Marriage Licenses	1,775	
Deed Transfer Tax	13,785	
Delinquent Tax	<u>207,899</u>	1,165,215
Fees Collected for Services:		
Recordings-		
Deeds, Easements, and Contracts	5,736	
Real Estate Mortgages	9,075	
Chattel Mortgages and Financing Statements	22,009	
Powers of Attorney	1,227	
All Other Recordings	15,300	
Charges for Other Services-		
Candidate Filing Fees	1,859	
Copywork	2,225	
Election Fees	<u>3,013</u>	60,444
Other:		
Overpayments & Refunds		6,911
Total Receipts		1,300,470

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

MENIFEE COUNTY  
 BRENDA CARTY, COUNTY CLERK  
 STATEMENT OF RECEIPTS, DISBURSEMENTS, AND EXCESS FEES - REGULATORY BASIS  
 For The Year Ended December 31, 2017  
 (Continued)

Disbursements

Payments to State:

Motor Vehicle-

Licenses and Transfers	\$ 161,295	
Usage Tax	210,191	
Tangible Personal Property Tax	176,562	
Licenses, Taxes, and Fees-		
Marriage License	675	
Delinquent Tax	16,408	
Legal Process Tax	6,842	
Affordable Housing Trust	<u>7,447</u>	\$ 579,420

Payments to Fiscal Court:

Tangible Personal Property Tax	44,464	
Delinquent Tax	14,153	
Deed Transfer Tax	<u>12,904</u>	71,521

Payments to Other Districts:

Tangible Personal Property Tax	249,969	
Delinquent Tax	<u>107,628</u>	357,597

Payments to Sheriff

17,291

Payments to County Attorney

28,546

Operating Disbursements:

Personnel Services-

Deputies' Salaries 70,285

Contracted Services-

Software Maintenance 12,048

Advertising 43

Labor 4,186

Printing and Binding 2,726



MENIFEE COUNTY  
 BRENDA CARTY, COUNTY CLERK  
 STATEMENT OF RECEIPTS, DISBURSEMENTS, AND EXCESS FEES - REGULATORY BASIS  
 For The Year Ended December 31, 2017  
 (Continued)

Disbursements (Continued)

Operating Disbursements: (Continued)

Materials and Supplies-		
Office Supplies	\$	3,870
Other Charges-		
Conventions and Travel		257
Dues		780
Postage		1,915
Refunds		7,571
Miscellaneous		39
		<u>\$ 103,720</u>
Total Disbursements		<u>\$ 1,158,095</u>
Net Receipts		142,375
Less: Statutory Maximum		<u>79,008</u>
Excess Fees		63,367
Less: Expense Allowance		<u>3,600</u>
Excess Fees Due County for 2017*		<u>59,767</u>

\* - The county clerk presented a check to the fiscal court for excess fees on April 5, 2018.

MENIFEE COUNTY  
NOTES TO FINANCIAL STATEMENT

December 31, 2017

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 2017 services
- Reimbursements for 2017 activities
- Payments due other governmental entities for December tax and fee collections and payroll
- Payments due vendors for goods or services provided in 2017

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 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).

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

The county official and employees have 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.

MENIFEE COUNTY  
 NOTES TO FINANCIAL STATEMENT  
 December 31, 2017  
 (Continued)

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

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. The county's contribution rate for nonhazardous employees was 18.68 percent for the first six months and 19.18 percent for the last six months.

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 members contribute five 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 nonhazardous 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.

Health Insurance Coverage

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:

<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.

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.

MENIFEE COUNTY  
NOTES TO FINANCIAL STATEMENT  
December 31, 2017  
(Continued)

Note 3. Deposits

The Menifee 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 Menifee 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, 2017, all deposits were covered by FDIC insurance or a properly executed collateral security agreement.

Note 4. Grant

The Menifee County Clerk's office received a local records microfilming grant from the Kentucky Department for Libraries and Archives in the amount of \$7,532, for the term of July 1, 2017 to December 31, 2018. In 2017, there were no funds expended. The unexpended grant balance is \$7,532 as of December 31, 2017.

Note 5. Lease Agreements

- A. The Menifee County Clerk was committed to a lease agreement on January 16, 2013, for computer software. This agreement is for five years and requires an annual payment of \$9,600 and can be renewed automatically for additional one-year terms thereafter. The total balance of the agreement was \$0 as of December 31, 2017.
- B. The Menifee County Clerk was committed to a lease agreement on August 22, 2015, for computer equipment and hardware. The agreement is for three years and requires an annual payment of \$2,448 and renews automatically for additional one-year terms thereafter. The total balance of the agreement was \$0 as of December 31, 2017.

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 Rick Stiltner, Menifee County Judge/Executive  
The Honorable Brenda Carty, Menifee County Clerk  
Members of the Menifee 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 Menifee County Clerk for the year ended December 31, 2017, and the related notes to the financial statement and have issued our report thereon dated August 27, 2018. The Menifee 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 Menifee County Clerk's internal control over financial reporting (internal control) to determine the 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 Menifee County Clerk's internal control. Accordingly, we do not express an opinion on the effectiveness of the Menifee County Clerk'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 2017-001 and 2017-002 to be material weaknesses.



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 Menifee 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 instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying Schedule of Findings and Responses as items 2017-002 and 2017-003.

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

The Menifee County Clerk's views and planned corrective action for the findings identified in our audit are described in the accompanying Schedule of Findings and Responses. The Menifee County Clerk'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

August 27, 2018



## SCHEDULE OF FINDINGS AND RESPONSES

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MENIFEE COUNTY  
BRENDA CARTY, COUNTY CLERK  
SCHEDULE OF FINDINGS AND RESPONSES

For The Year Ended December 31, 2017

FINANCIAL STATEMENT FINDINGS:

2017-001 The County Clerk's Office Lacks Adequate Segregation Of Duties

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This is a repeat finding and was included in the prior year audit report as finding 2016-001. The county clerk's office lacks adequate segregation of duties. All employees of the county clerk's office collect receipts. Also, the county clerk and all deputy clerks can prepare daily checkout sheets, bank deposits, and post items to the receipts ledger. The county clerk and all deputy clerks can prepare and record disbursements, and the county clerk reconciles the bank account.

According to the county clerk, this was caused by a limited budget which restricts the number of employees that the county clerk can delegate duties to. This all increases the risk of misappropriation of assets and inaccurate financial reporting to external agencies.

Good internal controls dictate that the collections of receipts, recording of transactions, and bank reconciliation duties be segregated. If segregation of duties is not feasible, compensating controls should be implemented.

We recommend the county clerk implement the following procedures to strengthen controls:

- An employee independent of the cashier functions should be appointed to open mail and prepare a receipts list.
- The employee responsible for bookkeeping functions, bank reconciliations, and comparing mail receipts to deposit slips should not have access to cash.
- Employees authorized to sign checks should be independent of report preparation, approval of payments, and purchasing and receiving.

*County Clerk's Response: I have tried to comply with this issue by having 2 deputies sign checks, but with only myself and 2 full time deputies I cannot do anything more.*

2017-002 The County Clerk Lacks Adequate Controls Over Payroll

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The county clerk's office lacks adequate internal controls over payroll, specifically over timesheets, leave balances, and retirement withholdings.

- Timesheets were not maintained for full-time employees.
- Leave balances were not maintained for full-time employees.
- Two employees were not paid overtime for working elections, but rather a lump-sum payment.
- Retirement was not withheld for lump-sum payments for working elections.
- Retirement was not withheld from vacation time used.

The county clerk stated that those employees are salaried and she is not required to maintain timesheets or leave balances for salaried employees. The county clerk also stated that this is the way it has always been done. As a result, the county clerk is susceptible to disputes between herself and her employees regarding payroll and leave time used. Also, the county clerk is in violation of laws and regulations regarding payroll procedures.

MENIFEE COUNTY  
 BRENDA CARTY, COUNTY CLERK  
 SCHEDULE OF FINDINGS AND RESPONSES  
 For The Year Ended December 31, 2017  
 (Continued)

FINANCIAL STATEMENT FINDINGS: (Continued)

2017-002 The County Clerk Lacks Adequate Controls Over Payroll (Continued)

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KRS 337.320(1) states, “[e]very employer shall keep a record of: (a) [t]he amount paid each pay period to each employee; [and] (b) [t]he hours worked each day and each week by each employee[.]” Also, good internal controls require that timesheets be signed by both the employee and the supervisor. Maintaining vacation and sick leave balances is vital to ensure employees are receiving the time they are due and that they are using leave time earned in accordance with county and office policies. Hours on employees’ timesheets must match hours on employees’ earnings record and pay stubs.

KRS 337.285 outlines the requirements for overtime compensation, which state employees must be compensated at time and a half for hours worked in excess of forty in one week. Employees who work over 40 hours per week are required to be paid overtime wages in the amount of one and one half times the hourly rate. However, hourly employees who work more hours than the prescribed work week, but less than 40 hours, are entitled to payment of wages on an hour-for-hour basis.

KRS 78.510 defines retirement wages to include all salary, wages, payments for compensatory time, and lump-sum payments.

We recommend the county clerk strengthen controls over the payroll process. The county clerk should ensure compliance with the applicable laws and regulations and ensure timesheets are properly maintained and signed by employees and supervisors. Employees should be paid properly for overtime worked and not paid lump-sum payments. Further, all wages (including overtime and vacation leave) should have retirement withheld.

*County Clerk’s Response: Now that I have the facts on what is needed I will make sure that I make the changes needed to be in compliance.*

2017-003 The County Clerk Did Not Distribute Ad Valorem Taxes In Accordance With KRS 134.815

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This is an unresolved issue from the prior year. The county clerk distributed ad valorem taxes to the state, county, city, school, and special taxing districts on a monthly basis as required by statute. For the month of August 2016, the county clerk failed to retain her commission and paid it along with the ad valorem taxes due to the taxing districts.

The county clerk made a mistake that was not detected. The taxing districts were overpaid ad valorem taxes, and the clerk did not receive the proper amount of commission. The amounts of overpayments to the districts were as follows:

State	\$ 2.04
County	159.79
Library	53.50
Health	82.47
Extension Service	53.50
Fire Protection	97.94
School	507.17
City of Frenchburg	4.75
Ambulance	97.92

MENIFEE COUNTY  
BRENDA CARTY, COUNTY CLERK  
SCHEDULE OF FINDINGS AND RESPONSES  
For The Year Ended December 31, 2017  
(Continued)

FINANCIAL STATEMENT FINDINGS: (Continued)

2017-003 The County Clerk Did Not Distribute Ad Valorem Taxes In Accordance With KRS 134.815  
(Continued)

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KRS 134.815 state in part, “[t]he county clerk shall, by the tenth of each month, report under oath and pay to the state, county, city, urban-county government, school, and special taxing districts all ad valorem taxes on motor vehicles collected by him for the preceding month, less the collection fee of the county clerk, which shall be deducted before payment to the depository.”

We recommend the county clerk request reimbursement from each taxing district for the overpayment of ad valorem taxes. Once the amounts have been reimbursed, they should be deposited into the 2016 fee account and remitted as excess fees to the fiscal court.

*County Clerk’s Response: I did not realize that I had done this and will correct on August 2018 report.*