



Auditor of Public Accounts
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Harmon Releases Audit of Boyd County Sheriff's Fee Account

FRANKFORT, Ky. – State Auditor Mike Harmon today released the audit of the 2020 financial statement of Boyd County Sheriff Bobby Jack Woods. State law requires the auditor to annually audit the accounts of each county sheriff. In compliance with this law, the auditor issues two sheriff's reports each year: one reporting on the audit of the sheriff's tax account, and the other reporting on the audit of the fee account used to operate the office.

Auditing standards require the auditor's letter to communicate whether the financial statement presents fairly the receipts, disbursements and excess fees of the Boyd County Sheriff in accordance with accounting principles generally accepted in the United States of America. The sheriff's financial statement did not follow this format. However, the sheriff'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 sheriff audits in Kentucky.

As part of the audit process, the auditor must comment on noncompliance 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 comments:

The sheriff's office does not have adequate segregation of duties: This is a repeat finding and was included in the prior year audit report as Finding 2019-002. The sheriff's office does not have adequate segregation of duties. The sheriff's bookkeeper collects payments from customers, records transactions in the ledgers, prepares deposits, and reconciles the bank account.

As previously described, the sheriff has not structured his office in a way that segregates duties and responsibilities. The sheriff has also not provided sufficient oversight of the financial reporting process. Inadequate segregation of duties allows for one person to have a significant role in

processing and recording receipts and disbursements, which would increase the risk of undetected misappropriation of assets and inaccurate financial reporting.

Good internal controls dictate the same employee should not receive payments, prepare deposits, and post to the receipts ledger; the same employee should not prepare monthly reports, sign checks, and post to the disbursements ledger; and the same employee should not deposit funds, sign checks, post to ledgers, and prepare bank reconciliations and monthly reports.

We recommend the same person not perform multiple accounting functions, and if the duties cannot be segregated, then strong oversight over the employee's work should be provided and documented.

County Sheriff's Response: In a small office, it is almost impossible to not have mixed duties.

The sheriff's fourth quarter report was not accurate and required numerous adjustments:

This is a repeat finding and was included in the prior year report as Finding 2019-001. The sheriff's fourth quarter financial report was not accurate and required numerous adjustments. The bookkeeper made several errors when classifying items on her receipts ledger and when carrying items over from the receipts ledger to the quarterly financial reports.

The sheriff did not have procedures in place to ensure accurate posting on the sheriff's fourth quarter financial report. As a result, the sheriff's quarterly report submitted to the Department for Local Government (DLG) was inaccurate.

The Uniform System of Accounts, adopted under KRS 68.210, requires the sheriff to prepare a quarterly report which includes all receipts and disbursements the sheriff collected and paid during the calendar year.

We recommend the sheriff ensure that all quarterly financial reports are accurate prior to submission to DLG.

County Sheriff's Response: Changes have been made to correct this matter. Review by bookkeeper and sheriff before submission. This audit does not reflect on current bookkeeper.

The sheriff's responsibilities include collecting property taxes, providing law enforcement and performing services for the county fiscal court and courts of justice. The sheriff's office is funded through statutory commissions and fees collected in conjunction with these duties.

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

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