

**REPORT OF THE AUDIT OF THE  
ELLIOTT COUNTY  
CLERK**

**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 Myron S. Lewis, Elliott County Judge/Executive  
The Honorable Jennifer Carter, Elliott County Clerk  
Members of the Elliott 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 Elliott 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 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 Myron S. Lewis, Elliott County Judge/Executive  
The Honorable Jennifer Carter, Elliott County Clerk  
Members of the Elliott 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 Elliott 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 the Elliott County Clerk, 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 Elliott County Clerk 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 February 22, 2022, on our consideration of the Elliott 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 Elliott County Clerk's internal control over financial reporting and compliance.

The Honorable Myron S. Lewis, Elliott County Judge/Executive  
The Honorable Jennifer Carter, Elliott County Clerk  
Members of the Elliott County Fiscal Court

**Other Reporting Required by *Government Auditing Standards* (Continued)**

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 Elliott County Clerk Is Not Fulfilling Her Duties As An Elected County Official
- 2020-002 The Elliott County Clerk's Office Does Not Have Adequate Segregation Of Duties And Internal Controls Over Fee Receipts And Disbursements
- 2020-003 The Elliott County Clerk's Fourth Quarter Report Was Not Accurate And Required Numerous Adjustments
- 2020-004 The Elliott County Clerk Did Not Submit Quarterly Reports To The Department For Local Government
- 2020-005 The Elliott County Clerk Did Not Present An Annual Settlement To The Fiscal Court
- 2020-006 The Elliott County Clerk Owes \$190,546 In Usage Tax To The Department Of Revenue
- 2020-007 The Elliott County Clerk Owes Ad Valorem Taxes To Taxing Districts In The Amount Of \$57,975
- 2020-008 The Elliott County Clerk Did Not Pay Delinquent Taxes To Districts Timely And Owes \$45,307 To Taxing Districts
- 2020-009 The Elliott County Clerk Did Not Comply With The County's Fee Pooling Ordinance
- 2020-010 The Elliott County Clerk Did Not Remit Affordable Housing Payments To The State Timely And Owes \$4,728
- 2020-011 The Elliott County Clerk Did Not Remit Legal Process Tax Payments To The State Timely And Owes \$4,697
- 2020-012 The Elliott County Clerk Did Not Pay License Fees Timely
- 2020-013 The Elliott County Clerk Did Not Prepare All Franchise Tax Bills

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 22, 2022

ELLIOTT COUNTY  
JENNIFER CARTER, COUNTY CLERK  
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND EXCESS FEES - REGULATORY BASIS

For The Year Ended December 31, 2020

Receipts

Federal Grants	\$ 24,565
State Grant (Libraries and Archives)	1,010
State Revenue Supplement	68,059
Fiscal Court	88,748

Licenses and Taxes:

Motor Vehicle-

Licenses and Transfers	\$ 171,495
Usage Tax	255,871
Tangible Personal Property Tax	490,224

Other-

Personalized Plate Fees	125
Marriage Licenses	1,640
Disabled Placards	1,100
Spousal Abuse	410
Deed Transfer Tax	7,980
Delinquent Tax	144,925
	1,073,770

Fees Collected for Services:

Recordings-

Deeds, Easements, and Contracts	10,990
Real Estate Mortgages	17,631
Chattel Mortgages and Financing Statements	14,414
Powers of Attorney	752
Affordable Housing Trust	4,728
All Other Recordings	11,136

Charges for Other Services-

Copy Work	684
Postage	1,345
Lien Fees	3,204
	64,884

Other:

Miscellaneous	662
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Interest Earned	153
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Total Receipts	1,321,851
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The accompanying notes are an integral part of this financial statement.



ELLIOTT COUNTY  
 JENNIFER CARTER, COUNTY CLERK  
 STATEMENT OF RECEIPTS, DISBURSEMENTS, AND EXCESS FEES - REGULATORY BASIS  
 For The Year Ended December 31, 2020  
 (Continued)

Disbursements

Payments to State:

Motor Vehicle-

Licenses and Transfers \$ 121,491

Usage Tax 248,160

Tangible Personal Property Tax 183,648

Licenses, Taxes, and Fees-

Delinquent Tax 12,482

Legal Process Tax 4,697

Affordable Housing Trust 4,728 \$ 575,206

Payments to Fiscal Court:

Tangible Personal Property Tax 52,031

Delinquent Tax 12,432

Deed Transfer Tax 7,367 71,830

Payments to Other Districts:

Tangible Personal Property Tax 234,739

Delinquent Tax 73,719 308,458

Payments to Sheriff

11,728

Payments to County Attorney

19,050

Other Charges:

Miscellaneous 1,650

Postage 1,725

Libraries and Archives Expenses 1,010 4,385

Total Disbursements \$ 990,657

Net Receipts 331,194

Less: Statutory Maximum 84,094

Excess Fees 247,100

Less: Expense Allowance 3,600

Training Incentive Benefit 1,054 4,654

Excess Fees Due County for 2020 242,446

Payments to Fiscal Court - Monthly 229,233

Balance Due Fiscal Court at Completion of Audit \$ 13,213

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

ELLIOTT 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 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 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
- Payments due other governmental entities for December tax and fee collections and 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 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).

D. Fee Pooling

The Elliott County Clerk's office is required by the fiscal court to participate in a fee pooling system. Fee officials who are required to participate in fee pooling deposit all funds collected into their official operating account. The county clerk is responsible for paying all amounts collected for others and applicable refunds to customers. Residual funds are then paid to the county treasurer on a monthly basis. Invoices are submitted to the county treasurer to document operating expenses. The fiscal court pays all operating expenses for the fee official.

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

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

The clerk'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 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.

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:

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

ELLIOTT 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)

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.

Benefits are covered under KRS 78.5536 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 78.5536 with exception of COLA and retiree health benefits after July 2003. Tier 3 members are not covered by the same provisions.

C. 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.

D. 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.

E. 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.

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

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

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 Elliott County Clerk 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 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. These requirements were met.

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 Elliott County Clerk 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.

Note 4. Federal Grant

The Elliott County Clerk's office received a CARES Act (Help America Vote) grant passed through the state via the Kentucky State Board of Elections in the amount of \$24,565. All grant funds were paid to the fiscal court in compliance with the counties fee pooling resolution, and will be tested in the fiscal court's audit.

Note 5. State Grant (Libraries and Archives)

The Elliott County Clerk's office received a local records microfilming grant from the Kentucky Department for Libraries and Archives in the amount of \$7,163 on August 28, 2017. On January 1, 2020, the balance was \$1,010 in this grant account. During calendar year 2020, the county clerk expended these remaining funds, leaving a grant balance of \$0 as of December 31, 2020.

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

Note 6. Lease Agreements

- A. The county clerk's office committed to a lease agreement for computer equipment maintenance on August 27, 2010, that was completed August 26, 2015. The agreement renews automatically for additional one year terms thereafter, unless written notice is received from either party 60 days prior to renewal date. The fiscal court makes the annual payment of \$2,209.
- B. The county clerk's office committed to a lease agreement for computer software license and service on August 27, 2010, that was completed August 26, 2015. The agreement renews automatically for additional one year terms thereafter, unless written notice is received from either party 60 days prior to renewal date. The fiscal court makes the monthly payment of \$750.

Note 7. On Behalf Payments

The Elliott County Clerk's office is required by the fiscal court to participate in a fee pooling system. Since the county clerk is fee pooling, the fiscal court pays the county clerk's statutory maximum, expense allowance and training incentive as reflected on the county clerk's financial statement. For the year ended December 31, 2020, the fiscal court's contributions recognized by the county clerk included the amounts that were based on the statutory maximum as required by KRS 64.5275. The Elliott County Clerk recognized receipts from the fiscal court and disbursements for the statutory maximum of \$84,094, expense allowance of \$3,600, and training incentive of \$1,054 for the year ended December 31, 2020.

Note 8. Escrow Account

During 2016, the former county clerk received delinquent tax payments which were never processed. As a result, the Elliott County Clerk deposited \$2,250 into an interest bearing bank account for the unidentified delinquent tax payments. On January 1, 2020, this account had a balance of \$2,180. During calendar year 2020, this account earned \$1 of interest and incurred \$90 of bank charges, leaving a balance of \$2,091 as of December 31, 2020. These funds are eligible to be turned over to the Kentucky State Treasurer as unclaimed property.

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 Myron S. Lewis, Elliott County Judge/Executive  
The Honorable Jennifer Carter, Elliott County Clerk  
Members of the Elliott 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 Elliott County Clerk for the year ended December 31, 2020, and the related notes to the financial statement and have issued our report thereon dated February 22, 2022. The Elliott 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 Elliott County Clerk'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 Elliott County Clerk's internal control. Accordingly, we do not express an opinion on the effectiveness of the Elliott 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 and another deficiency that we consider to be a significant deficiency.

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, 2020-002, 2020-003, 2020-004, 2020-005, 2020-006, 2020-007, 2020-008, 2020-010, 2020-011, 2020-012, and 2020-013 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)

**Internal Control over Financial Reporting (Continued)**

A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiencies described in the accompanying Schedule of Findings and Responses as item 2020-009 to be a significant deficiency.

**Compliance And Other Matters**

As part of obtaining reasonable assurance about whether the Elliott 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 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 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 2020-001, 2020-003, 2020-004, 2020-005, 2020-006, 2020-007, 2020-008, 2020-010, 2020-011, 2020-012, and 2020-013.

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

The Elliott 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 Elliott 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 dark ink, appearing to read "Mike Harmon", with a long horizontal flourish extending to the right.

Mike Harmon  
Auditor of Public Accounts

February 22, 2022

## SCHEDULE OF FINDINGS AND RESPONSES

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ELLIOTT COUNTY  
JENNIFER CARTER, COUNTY CLERK  
SCHEDULE OF FINDINGS AND RESPONSES

For The Year Ended December 31, 2020

FINANCIAL STATEMENT FINDINGS:

2020-001 The Elliott County Clerk Is Not Fulfilling Her Duties As An Elected County Official

This is a repeat finding and was included in the prior year audit report as finding 2019-001. The county clerk is not fulfilling her duties as an elected county official. The county clerk is not meeting these requirements and other statutory requirements. We have noted the following findings, which are detailed in the subsequent findings:

- The Elliott County Clerk's Office Does Not Have Adequate Segregation Of Duties And Internal Controls Over Fee Receipts And Disbursements
- The Elliott County Clerk's Fourth Quarter Report Was Not Accurate And Required Numerous Adjustments
- The Elliott County Clerk Did Not Submit Quarterly Reports To The Department For Local Government
- The Elliott County Clerk Did Not Present An Annual Settlement To The Fiscal Court
- The Elliott County Clerk Owes \$190,546 In Usage Tax To The Department Of Revenue
- The Elliott County Clerk Owes Ad Valorem Taxes To Taxing Districts In The Amount Of \$57,975
- The Elliott County Clerk Did Not Pay Delinquent Taxes To Districts Timely And Owes \$45,307 To Taxing Districts
- The Elliott County Clerk Did Not Comply With The County's Fee Pooling Ordinance
- The Elliott County Clerk Did Not Remit Affordable Housing Payments To The State Timely And Owes \$4,728
- The Elliott County Clerk Did Not Remit Legal Process Tax Payments To The State Timely And Owes \$4,697
- The Elliott County Clerk Did Not Pay License Fees Timely
- The Elliott County Clerk Did Not Prepare All Franchise Tax Bills

The county clerk does not devote sufficient time to financial reporting and has not implemented policies and procedures to ensure all financial activity is compiled and reported timely. Additionally, the county clerk has failed to implement policies and procedures to ensure taxes are distributed to taxing districts timely. The county clerk is in violation of many statutes that govern fee office operations. Most importantly, taxing districts (state, county, school, library, health department, extension district, conservation, etc.) are owed substantial amounts of taxes and have been deprived of these resources for a significant time.

KRS 68.210 gives the state local finance officer authority to prescribe a uniform system of accounts, which sets certain minimum accounting requirements for local officials. It is the statutory duty of the county clerk to collect and distribute motor vehicle taxes, delinquent taxes, and various taxes/fees on legal instruments. There are numerous statutes that outline the duties and responsibilities of the county clerk. Please refer to each individual finding for specific information related to that topic.

We recommend the county clerk take immediate action to remedy the issues outlined in these comments and recommendations. Further, we recommend the county clerk implement policies and procedures for her office to ensure these issues are corrected for future periods. This matter will be referred to the Department of Revenue, Office of the Attorney General and the Department for Local Government.

*County Clerk's Response: My office is grossly under funded. I perform duties everyday along with my employees. I believe we are the lowest deputy salaries, annual budget statewide. Compared to the offices with adequate funding, we serve our community well. We continue to improve.*

ELLIOTT COUNTY  
JENNIFER CARTER, COUNTY CLERK  
SCHEDULE OF FINDINGS AND RESPONSES  
For The Year Ended December 31, 2020  
(Continued)

FINANCIAL STATEMENT FINDINGS: (Continued)

2020-002 The Elliott County Clerk's Office Does Not Have Adequate Segregation Of Duties And Internal Controls Over Fee Receipts And Disbursements

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This is a repeat finding and was included in the prior year audit report as finding 2019-002. The county clerk prepares daily deposits, prepares and signs checks, and collects cash from customers. The bookkeeper posts to receipts disbursements ledger, reconciles bank accounts, and prepares quarterly report.

According to the county clerk, this condition is a result of a limited budget, which restricts the number of employees the county clerk can hire or delegate duties to. 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 that undetected misappropriations of assets and inaccurate financial reporting will occur.

Internal controls and proper segregation of duties protects employees and the county clerk in the normal course of performing their daily responsibilities. 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 county clerk's office adequately segregate duties and implement internal controls to ensure transactions are recorded timely. Employees receiving payments and preparing deposits should not be posting to the receipts ledger and preparing bank reconciliations. A proper segregation of duties may not be possible with a limited number of employees, and in that case, the county clerk or bookkeeper could take on the responsibility of reviewing the daily deposits, receipts and disbursements ledgers, monthly reports, and bank reconciliations prepared by another employee. These reviews must be documented in a way that indicates what was reviewed, by whom, and when, because signing off on inaccurate information does not provide internal control. Further, the county clerk could require dual signatures on all checks, with one signature being the county clerk's.

*County Clerk's Response: I am asking for a specific procedure to be shared among my 4 employees (2) are part-time to assess if this is a possibility to perform, and if there's a way we can accomplish this we are willing to try and hope to achieve overcoming this recurring finding.*

2020-003 The Elliott County Clerk's Fourth Quarter Report Was Not Accurate And Required Numerous Adjustments

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The county clerk's fourth quarter financial report was not accurate and required numerous adjustments. Several errors were made when classifying items on the receipts and disbursements ledgers and when carrying items over from the ledgers to the fourth quarterly report.

The clerk did not have procedures in place to ensure that posting was accurate on the clerk's fourth quarterly financial report.

As a result, the county clerk's fourth quarter report submitted to the Department for Local Government was inaccurate.

ELLIOTT COUNTY  
 JENNIFER CARTER, COUNTY CLERK  
 SCHEDULE OF FINDINGS AND RESPONSES  
 For The Year Ended December 31, 2020  
 (Continued)

FINANCIAL STATEMENT FINDINGS: (Continued)

2020-003 The Elliott County Clerk's Fourth Quarter Report Was Not Accurate And Required Numerous Adjustments (Continued)

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KRS 68.210 gives the state local finance officer the authority to prescribe a uniform system of accounts. The Department for Local Government's (DLG) *County Budget Preparation and State Local Finance Officer Policy Manual* requires officials to submit quarterly reports to DLG by the 30th day following the close of each quarter. The uniform system of accounts has specific requirements on how to record various types of transactions for different funds and fund types. The most basic requirement of the uniform system of accounts is that all transactions are recorded and classified correctly.

We recommend the county clerk ensure that all quarterly financial reports are accurate prior to submission to the Department for Local Government.

*County Clerk's Response: I have reached out to DLG for advice and direction, training to better prepare the DLG reports. Only recently have I requested help.*

2020-004 The Elliott County Clerk Did Not Submit Quarterly Reports To The Department For Local Government

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This is a repeat finding and was included in the prior year audit report as finding 2019-004. The county clerk did not submit quarterly reports to the Department for Local Government (DLG). Further, a fourth quarter report was not completed until it was requested at the start of audit. On September 27, 2021, DLG received a copy of the clerk's fourth quarter report for the 2020 fee account. However, it was submitted approximately eight months late.

The county clerk does not have controls in place to ensure that quarterly reports are completed timely and submitted to the Department for Local Government. Failure to submit required reports prevents proper oversight from the Department for Local Government and increases the risk that errors, misstatements, or fraud can occur and go undetected for a significant time period.

KRS 68.210 gives the state local finance officer the authority to prescribe a uniform system of accounts. The Department for Local Government's (DLG) *County Budget Preparation and State Local Finance Officer Policy Manual* requires that fee official's quarterly financial reports should be submitted by the 30th day following the close of each quarter.

We recommend the county clerk implement controls to ensure her quarterly reports are completed and submitted to the Department for Local Government in a timely manner.

*County Clerk's Response: I have reached out to DLG for advice, and training to better prepare reports for timely submission.*

ELLIOTT COUNTY  
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SCHEDULE OF FINDINGS AND RESPONSES  
For The Year Ended December 31, 2020  
(Continued)

FINANCIAL STATEMENT FINDINGS: (Continued)

2020-005 The Elliott County Clerk Did Not Present An Annual Settlement To The Fiscal Court

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This is a repeat finding and was included in the prior year audit report as finding 2019-005. The county clerk did not prepare or present an annual settlement of excess fees to the fiscal court. The county clerk does not have controls in place to ensure that an annual settlement is prepared and presented to the fiscal court.

The lack of compliance with applicable state laws and DLG reporting requirements has led to the fiscal court not being adequately informed of the financial activities of the county clerk's office, resulting in the limited ability to appropriately monitor the financial activity and make fully informed financial decisions for the county.

KRS 64.152(1) states, in part, “. . . the county clerk shall provide to the fiscal court by March 15 of each year a complete statement for the preceding calendar year of all funds received by his office in an official capacity or for official services, and of all expenditures of his office[.]”

We recommend the county clerk implement controls to ensure compliance with KRS 64.152 by presenting an annual settlement to the fiscal court by March 15.

*County Clerk's Response: We are working on completing the annual settlement.*

2020-006 The Elliott County Clerk Owes \$190,546 In Usage Tax To The Department Of Revenue

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This is a repeat finding and was included in the prior year audit report as finding 2019-009. The Elliott County Clerk did not properly account for usage tax collections. For calendar year 2020, the county clerk owes usage tax to the Department of Revenue (DOR) in the amount of \$190,546. The county clerk did not properly deposit usage tax collections daily and transfer amounts to the state depository as required. The county clerk only transferred usage funds once during the year to the usage account for the weeks 1 through 15 in August and paid those amounts. The remaining weeks usage tax was not transferred to DOR. Also, weekly usage tax reports were not properly maintained. The county clerk completed reports for weeks 16 through 53 while we were on site.

The county clerk did not have procedures in place to ensure the correct amount of usage tax was remitted from the fee account to the usage tax account daily and properly transferred to the state timely. In addition, the county clerk was not reconciling her usage tax account monthly.

As a result of not properly remitting usage tax from the fee account to the usage tax account, the county clerk runs the risk of overpaying excess fees to the county and not having the funds to remit to DOR. The county clerk also runs the risk of incurring penalties that are prohibited from being paid from the fee account.

KRS 131.155(2)(c) requires the county clerk to, “deposit motor vehicle usage tax and sales and use tax collections in the clerk's local depository account not later than the next business day following receipt. The clerk shall cause the funds to be electronically transferred from the clerk's local depository account to the State Treasury in the manner and at the time prescribed by the department[.]”



ELLIOTT COUNTY  
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 (Continued)

FINANCIAL STATEMENT FINDINGS: (Continued)

2020-006 The Elliott County Clerk Owes \$190,546 In Usage Tax To The Department Of Revenue  
 (Continued)

KRS 138.464(4) states, “[f]ailure to deposit or, if required, transfer collections as required above shall subject the clerk to a penalty of two and one-half percent (2.5%) of the amount not deposited or, if required, not transferred for each day until the collections are deposited or transferred as required above. The penalty for failure to deposit or transfer money collected shall not be less than fifty dollars (\$50) nor more than five hundred dollars (\$500) per day.”

We recommend the county clerk remit the \$190,546 in usage tax owed to DOR from the usage tax account. In the future, the county clerk should ensure the correct amount of usage tax is deposited from the fee account to the usage tax account daily and transferred to the DOR timely. The easiest way to do this would be to perform monthly bank reconciliations of the usage tax account.

*County Clerk's Response: While I agree the payment was not remitted timely, it has been paid in full.*

2020-007 The Elliott County Clerk Owes Ad Valorem Taxes To Taxing Districts In The Amount Of \$57,975

This is similar to a repeat finding and was included in the prior year audit report as finding 2019-010. The county clerk did not properly pay ad valorem taxes due to the taxing districts. Payments for motor vehicle ad valorem taxes were not made for the months of July, August, and September, except for the county and state districts. In February, March, and December the county clerk did not remit the proper amount owed to the state. The following chart depicts amounts due to districts.

	State	County	Health	Extension	Ambulance	School	Total
February	\$ 2,934	\$	\$	\$	\$	\$	\$ 2,934
March	(4,140)						(4,140)
July				1,075	2,687	15,181	18,943
August			2,310	1,156	2,891	16,332	22,689
September			1,662	833	2,083	11,766	16,344
December	1,206						1,206
Total Due To Districts	\$ 0	\$ 0	\$ 3,972	\$ 3,064	\$ 7,662	\$ 43,279	\$ 57,976

Also, monthly ad valorem tax reports were not paid timely. Every month that had payments had payments being made late, with some months up to 3 months late.

The county clerk did not have procedures in place to ensure ad valorem taxes were remitted timely. As a result, districts were not paid timely and unable to use funds due to them. In addition, the county clerk increases the risk of incurring penalties that are prohibited from being paid from the fee account.

KRS 134.815(1) states, “[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 her for the preceding month, less the collection fee of the county clerk, which shall be deducted before payment to the depository.”

ELLIOTT COUNTY  
 JENNIFER CARTER, COUNTY CLERK  
 SCHEDULE OF FINDINGS AND RESPONSES  
 For The Year Ended December 31, 2020  
 (Continued)

FINANCIAL STATEMENT FINDINGS: (Continued)

2020-007 The Elliott County Clerk Owes Ad Valorem Taxes To Taxing Districts In The Amount Of \$57,975  
 (Continued)

KRS 134.815(2) states, “[a]ny county clerk who fails to pay over any taxes collected by him on motor vehicles as required by subsection (1) of this section shall be required to pay a penalty of 1% for each 30 day period or fraction thereof, plus interest at the legal rate per annum of such taxes.”

We recommend the county clerk prepare all monthly reports and pay the taxing districts in accordance with state law. We also recommend the county clerk remit the amounts due above to the state and districts.

*County Clerk’s Response: While I agree the payments were not remitted timely, it has been paid in full to the districts.*

2020-008 The Elliott County Clerk Did Not Pay Delinquent Taxes To Districts Timely And Owes \$45,307  
 To Taxing Districts

This is similar to a repeat finding and was included in the prior year audit report as finding 2019-006. The county clerk did not pay delinquent tax payments to districts timely. Delinquent tax payments for May through December 2020 were paid in December 2021, up to 18 months late. Further, remaining delinquent tax in the amount of \$45,307 is due to districts as follows:

<u>Taxing District</u>	<u>Amount Due</u>
State	\$ 11,287
Health	5,460
Extension	6,657
Ambulance	8,365
Soil Conservation	4,339
County Attorney	874
Sheriff	8,325
Total Owed	<u>\$ 45,307</u>

The county clerk does not have controls in place in order to make sure delinquent tax payments are made timely. By not remitting payments timely to taxing districts, cash flow problems can occur for these taxing districts as they rely on tax collections to fund a significant portion of their budgeted services.

KRS 134.126(3) requires the county clerk to, “report by the tenth day of each month to the department, the county treasurer, the sheriff, and the proper officials of the taxing districts.”

We recommend the county clerk implement controls to ensure monthly delinquent tax payments are paid by the tenth of each month in accordance with KRS 134.126(3).

*County Clerk’s Response: Currently preparing reports and remitting payments to taxing districts.*

ELLIOTT COUNTY  
 JENNIFER CARTER, COUNTY CLERK  
 SCHEDULE OF FINDINGS AND RESPONSES  
 For The Year Ended December 31, 2020  
 (Continued)

FINANCIAL STATEMENT FINDINGS: (Continued)

2020-009 The Elliott County Clerk Did Not Comply With The County's Fee Pooling Ordinance

This is a repeat finding and was included in the prior year audit report as finding 2019-003. As depicted in the following chart, the county clerk did not remit her monthly excess fees timely to fiscal court per the fee-pooling ordinance:

Excess Fee Month	Date Check Written	Days Late
January	3/2/2020	21
February	3/17/2020	7
March	5/19/2020	39
April	5/19/2020	9
May	7/21/2020	41
June	7/17/2020	7
July	8/13/2020	3
August	9/16/2020	6
September	12/16/2020	67
October	12/16/2020	36
November	1/21/2021	42
December	1/21/2021	11

According to the county clerk, she wanted to ensure she was remitting the correct amount of excess fees which delayed payment timeliness. Also, the clerk does not have adequate controls to ensure that excess fees are paid timely in accordance with the county fee pooling ordinance. By not submitting the monthly excess fees to the fiscal court by the tenth of each month as required by Elliott County Fiscal Court Ordinance FY-13-001, the county clerk is not in compliance with the ordinance. In addition, the fiscal court is deprived of these funds for a significant amount of time potentially impacting their budget.

On February 4, 2013, Elliott County Fiscal Court passed Ordinance FY-13-001, which requires the sheriff's office and county clerk's office to participate in fee pooling. Under fee pooling, the sheriff's office and county clerk's office pay net income (excess fees) monthly to the fiscal court, and fiscal court pays all salaries and expenses of those offices. Net income is due no later than the tenth of the month for the preceding month.

We recommend the county clerk comply with the county's fee pooling ordinance by paying excess fees based on calculations from the county clerk's financial records no later than the tenth of the month for the preceding month and implement controls to ensure that excess fees are paid timely.

*County Clerk's Response: We do comply with the ordinance as with the required fees to be paid to the fiscal court - we have been unable to distribute the fees by the 10<sup>th</sup> day of each month. I would recommend the deadline be moved to the end of the month.*

ELLIOTT COUNTY  
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(Continued)

FINANCIAL STATEMENT FINDINGS: (Continued)

2020-010    The Elliott County Clerk Did Not Remit Affordable Housing Payments To The State Timely And  
Owes \$4,728

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This is similar to a prior year finding and was included in the prior year audit report as finding 2019-007. The county clerk did not remit quarterly affordable housing payments for calendar year 2020, and owes \$4,728 to the Department of Revenue accordingly.

The county clerk does not have proper internal controls implemented to ensure that timely payments are made for affordable housing. As a result, the county clerk did not remit timely payments for affordable housing to the state. The county clerk is supposed to file a report with the Department of Revenue on or before the tenth day of the month following the quarter covered by the report, and attach payment for the total amount computed due.

We recommend the county clerk pay the \$4,728 due to the Department of Revenue without delay. We also recommend the county clerk implement internal controls to ensure that affordable housing fees are paid timely.

*County Clerk's Response: Payment has been remitted.*

2020-011    The Elliott County Clerk Did Not Remit Legal Process Tax Payments To The State Timely And  
Owes \$4,697

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This is similar to a prior year finding and was included in the prior year audit report as finding 2019-008. The county clerk did not remit payments totaling \$4,697 for legal process taxes during calendar year 2020 to the state. These taxes are collected on legal process and instruments received by the county clerk such as marriage licenses, power of attorney, mortgage, financing statements, deeds, etc.

The county clerk does not have controls in place to ensure that payments are made to the state for legal process tax in a timely manner. As a result, the county clerk did not remit legal process tax timely to the state.

KRS 142.010(3) states, "[t]axes imposed under this section shall be reported and paid to the Department of Revenue by each county clerk within ten (10) days following the end of the calendar month in which instruments subject to tax are filed or marriage licenses issued. Each remittance shall be accompanied by a summary report on a form prescribed by the department."

We recommend the county clerk implement controls to ensure that legal process tax payments are made to the state timely. In addition, we recommend the county clerk remit the legal process tax due for calendar year 2020 to the state in the amount of \$4,697, without delay.

*County Clerk's Response: Payment has been remitted.*

ELLIOTT COUNTY  
 JENNIFER CARTER, COUNTY CLERK  
 SCHEDULE OF FINDINGS AND RESPONSES  
 For The Year Ended December 31, 2020  
 (Continued)

FINANCIAL STATEMENT FINDINGS: (Continued)

2020-012 The Elliott County Clerk Did Not Pay License Fees Timely

This is a repeat finding and was included in the prior year audit report as finding 2019-011. The county clerk did not properly remit weekly license fees to the Kentucky Transportation Cabinet (KYTC). Payments were not made at all for over six months. Payments were made over four months late. Also, weekly license tax reports were not properly maintained. The county clerk was missing reports for weeks 16 through 53 and completed when we were on site. The county clerk did not have procedures in place to ensure weekly license fees were remitted timely. As a result, the state was not paid timely for license fees collected by the county clerk. The county clerk also runs the risk of incurring penalties that are prohibited from being paid from the fee account.

KRS 138.464(1) states, “[t]he county clerk shall report each Monday to the department all moneys collected during the previous week, together with a duplicate of all receipts issued by him during the same period.” KRS 138.464(3) states, “[f]ailure to forward duplicates of all receipts issued during the reporting period or failure to file the weekly report of moneys collected within seven (7) working days after the report is due shall subject the clerk to a penalty of two and one-half percent (2.5%) of the amount of moneys collected during the reporting period for each month or fraction thereof until the documents are filed.”

We recommend the county clerk ensure that payments to the state for license fees are paid timely in the future.

*County Clerk's Response: We have improved in this procedure, all payments were made in full. This duty has been assigned to a deputy, and is working smoothly. We are on track this year and all payments have been made timely.*

2020-013 The Elliott County Clerk Did Not Prepare All Franchise Bills

This is a repeat finding and was included in the prior year audit report as finding 2019-012. The sheriff did not receive all franchise tax bills from the county clerk. The county clerk's office receives the certifications from the Department of Revenue and is supposed to prepare the franchise tax bill.

According to the sheriff, the county clerk did not prepare the franchise tax bills. Since a copy of the certification is not sent to the sheriff's office, the sheriff had no way to know these certifications existed. Further, the county clerk did not have controls in place to ensure franchise tax bills were properly handled.

As a result, there are 42 unbilled franchise tax bills, five of which were from the current audit period and the remaining 37 were from previous audit periods. The total of the unbilled franchise is \$159,158. Of this amount, \$6,507 is commission due the sheriff and the remaining \$152,652 is due to taxing districts as follows:

<u>Taxing District</u>	<u>Amount Due</u>
County	\$ 21,120
School	81,147
Ambulance	17,800
Health	14,118
Extension	18,326
Soil Conservation	<u>141</u>
Total	<u>\$ 152,652</u>

ELLIOTT COUNTY  
JENNIFER CARTER, COUNTY CLERK  
SCHEDULE OF FINDINGS AND RESPONSES  
For The Year Ended December 31, 2020  
(Continued)

FINANCIAL STATEMENT FINDINGS: (Continued)

2020-013 The Elliott County Clerk Did Not Prepare All Franchise Bills (Continued)

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The county clerk should prepare franchise tax bills upon receipt of the state assessment certification and promptly give to the sheriff to mail. KRS 133.220 requires the county clerk to prepare tax bills and states, in part, “the county clerk shall prepare for the sheriff...a correct tax bill for each taxpayer in the county.”

We recommend the county clerk work with the sheriff to ensure that franchise tax bills are prepared and mailed timely. Further, we recommend the sheriff show the list of unbilled-uncollected franchises to the county clerk to determine the status of each tax bill.

*County Clerk's Response: This comment I feel is unfair and does not apply to my responsibility as the current clerk, being cited for 'not preparing all franchise' bills, I did prepare all certifications that I was responsible for, and to remedy this finding, I gathered certifications all the way back to 2008, obviously I was not in office back then, I have issued bills for ALL.*

Auditor's Reply: While some of the unbilled franchise tax bills go back to prior years, we have noted in previous audits of this clerk that the prior bills were now the current clerk's responsibility and at the time of this audit, the clerk had still failed to prepare both prior and current bills, as noted in this finding.