

**REPORT OF THE AUDITOR OF PUBLIC ACCOUNTS
AGREED-UPON PROCEDURES ENGAGEMENT
OF THE
FORMER FAYETTE COUNTY CLERK**

**For The Period
January 1, 2023 Through January 31, 2023**



**MIKE HARMON
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MIKE HARMON
AUDITOR OF PUBLIC ACCOUNTS

SUMMARY OF PROCEDURES AND FINDINGS

**AGREED-UPON PROCEDURES OF THE
FORMER FAYETTE COUNTY CLERK**

For The Period January 1, 2023 Through January 31, 2023

The former Fayette County Clerk applied for and received approval from the Auditor of Public Accounts (APA) to obtain an Agreed-Upon Procedures (AUP) engagement for the period January 1, 2023 through January 31, 2023 in accordance with KRS 43.070(1)(c). AUP reports present the procedures performed and the results of those procedures, called findings. This summary is intended to present findings for which an exception (an instance of noncompliance with the criteria) was identified during the AUP engagement. However, no exceptions were identified in the AUP engagement of the former Fayette County Clerk.

A copy of this report is available on the Auditor of Public Accounts' website at auditor.ky.gov.

Respectfully submitted,

Mike Harmon
Auditor of Public Accounts
Frankfort, KY
May 10, 2023



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MIKE HARMON
AUDITOR OF PUBLIC ACCOUNTS

Independent Accountant's Report
On Applying Agreed-Upon Procedures

The Honorable Linda Gorton, Mayor, Lexington-Fayette Urban County Government
The Honorable Don Blevins, Jr., Former Fayette County Clerk
The Honorable Susan Lamb, Fayette County Clerk
Members of the Lexington-Fayette Urban County Council

We have performed the procedures enumerated below, which were agreed to by the former Fayette County Clerk, related to the former county clerk's compliance with the Department for Local Government's *County Budget Preparation and State Local Finance Officer Policy Manual* regarding the accountability for receipts and disbursements, excess fees, recordkeeping, and leases, contracts, and liabilities for the period January 1, 2023 through January 31, 2023. An agreed-upon procedures engagement involves the APA performing specific procedures that the county clerk has agreed to and acknowledged to be appropriate for the intended purpose of the engagement and reporting on findings based on the procedures performed. The former Fayette County Clerk is responsible for compliance with these requirements. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representations regarding the sufficiency of the procedures enumerated below either for the purpose for which this report has been requested or for any other purpose. The former Fayette County Clerk has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of determining the former county clerk's compliance with the Department for Local Government's *County Budget Preparation and State Local Finance Officer Policy Manual* regarding the accountability for receipts and disbursements, excess fees, recordkeeping, and leases, contracts, and liabilities. The purpose of the engagement is to assist users in determining whether the former county clerk complied with the specified requirements. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and the associated findings are as follows:

1. Compliance Procedure -

Determine if the former county clerk has a quarterly financial statement, a receipts ledger, and a disbursements ledger.

Finding -

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

2. Procedure -

Determine that the former county clerk's quarterly financial statement agrees to the former county clerk's receipts ledger and disbursements ledger. Variances in total receipts or total disbursements that exceed 1% of gross receipts or exceed \$20,000 will be reported.

Finding -

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



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3. Compliance Procedure -

Compare the former county clerk's operating disbursements (Total disbursements per EMARS 2550 Reconciliation) to the general term order estimated expenditures which the fiscal court or other approving authority approved, either in total or by operating category, to determine if the former county clerk overspent the general term order. Overages that exceed 1% of gross receipts or exceed \$20,000 will be reported.

Finding -

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

4. Procedure -

Determine if the former county clerk has reconciled the 75% account to the EMARS Financial System Monthly Cash Detail 2550 report.

Finding -

No exceptions were found as a result of applying the procedure. The ending reconciled balance as of January 31, 2023 is \$41,780.

5. Procedure -

Obtain a list of accounts prepared by the former county clerk that are applicable to the current calendar year.

Finding -

No exceptions were found as a result of applying the procedure. The former county clerk maintains general, credit card, refund motor vehicles, recording refunds, petty cash, and discretionary accounts.

6. Compliance Procedure -

Determine if the former county clerk reconciles all bank accounts monthly. Re-perform the bank reconciliations for all accounts as of January 31, 2023, to determine the reconciled balances and if the amounts are accurate. Determine if any additional funds are due to the state repository for 75% or 25% accounts.

Finding -

No exceptions were found as a result of applying the procedure. The balances of the former county clerk's accounts are:

Account Name:	Reconciled Account Balance:
General Account	\$ 2,929,439
Credit Card Account	\$ 1,396,647
Refund Motor Vehicles Account	\$ 0
Recording Refunds Account	\$ 0
Petty Cash Account	\$ 0
Discretionary Account	\$ 4,558

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7. Compliance Procedure -

Determine if receipts are properly accounted for by comparing batched receipts to daily check-out sheets, deposit tickets, receipts ledger, and bank statements for a randomly selected week.

Finding -

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

8. Compliance Procedure -

Determine if the former county clerk prepared monthly reports for delinquent tax. Test payments to districts for one randomly selected month's delinquent tax disbursements to confirm that payments were made timely and disbursements agreed to the monthly report.

Finding -

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

9. Procedure -

Judgmentally select 15 operating disbursements from the former county clerk's records and agree amounts paid to invoices or other supporting documentation and cancelled checks. Determine if the disbursement is for official business. Inspect all credit card statements (if any) to determine if disbursements are for official business.

Finding -

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

10. Procedure -

Judgmentally select January's imprest cash voucher and review the attached receipts to determine if disbursements are for official business. Verify imprest cash vouchers are submitted monthly and agree to amounts reimbursed by the 75% account.

Finding -

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

11. Compliance Procedure -

Verify the former county clerk's maximum salary order for deputies was not overspent.

Finding -

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

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12. Compliance Procedure -

Determine whether payroll charges are properly supported by verifying that timesheets are completed, maintained, approved, and support hours paid by inspecting one pay period's timesheets for all employees.

Finding -

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

13. Compliance Procedure -

Determine that the former county clerk was paid the statutory salary as fixed by the Department for Local Government salary schedule.

Finding -

The former county clerk was paid \$11,112. The statutorily required salary was \$11,112.

14. Procedure -

Scan lease agreements and service contracts and compare to actual payments. Determine if services received were appropriate, for official business, and properly authorized. Determine if liabilities requiring disclosure were properly disclosed on the fourth quarter financial statement.

Finding -

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

15. Compliance Procedure -

Verify the former county clerk is properly bonded for the period covered by the agreed upon procedures.

Finding -

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

The Honorable Linda Gorton, Mayor, Lexington-Fayette Urban County Government
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(Continued)

We were engaged by the former Fayette County Clerk to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards applicable to attestation engagements contained in *Government Auditing Standards* issued by the Comptroller General of the United States. We were not engaged to, and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on compliance with specified requirements. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the former Fayette County Clerk and to meet our ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

The purpose of this report is to present the procedures performed and the results of those procedures and is not intended for any other purpose. This report is intended solely for the information and use of the former Fayette County Clerk and the Lexington-Fayette Urban County Council, and is not intended to be and should not be used by anyone other than the specified parties.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Mike Harmon", with a long horizontal line extending to the right.

Mike Harmon
Auditor of Public Accounts
Frankfort, KY

May 10, 2023