

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

**For The Period
July 1, 2022 Through December 4, 2022**



**MIKE HARMON
AUDITOR OF PUBLIC ACCOUNTS
auditor.ky.gov**

**209 SAINT CLAIR STREET
FRANKFORT, KY 40601-1817
TELEPHONE (502) 564-5841
FACSIMILE (502) 564-2912**



MIKE HARMON
AUDITOR OF PUBLIC ACCOUNTS

SUMMARY OF PROCEDURES AND FINDINGS

**AGREED-UPON PROCEDURES OF THE
FORMER HOPKINS COUNTY PROPERTY VALUATION ADMINISTRATOR**

For The Period July 1, 2022 Through December 4, 2022

The former Hopkins County Property Valuation Administrator received an Agreed-Upon Procedures (AUP) engagement for the period July 1, 2022 through December 4, 2022. AUP reports present the procedures performed and the results of those procedures, called findings. The summary below presents those findings for which an exception (an instance of noncompliance with the criteria) was identified during the AUP engagement.

During the AUP engagement of the former Hopkins County Property Valuation Administrator, the following exceptions were noted:

- The former PVA had a receipts and disbursements ledger. The former PVA conducted monthly bank reconciliations; however, the month of November's bank reconciliation was not performed. The December 4, 2022 bank reconciliation was not accurate.
- All payments made to the former PVA were confirmed except for the cities of St. Charles, Hanson, and Nebo who failed to return the auditor's confirmation request. The remaining payments from the cities have been confirmed and agree to the former PVA receipts records.
- Deposits were made weekly at a minimum and receipts of \$250 or more are deposited daily. Pre-numbered receipts were not issued.
- Selected disbursements agree to paid invoices or other supporting documentation and bank records. Disbursements were determined to be for official business. Credit card disbursements were for official business. However, out of four credit card transactions tested, one credit card statement was missing and three invoices for wireless charges were not maintained.
- Proper purchasing procedures were followed for capital outlay disbursements, they agree to bank records, and supporting documentation. Assets were not added to the former PVA's capital asset inventory list.

Findings related to procedures for which there were no exceptions identified, and official responses to exceptions are not included in the summary above but can be found in the full report. 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
December 16, 2022



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AUDITOR OF PUBLIC ACCOUNTS

**Independent Accountant's Report
On Applying Agreed-Upon Procedures**

Holly M. Johnson, Secretary, Finance and Administration Cabinet
The Honorable Pamela Barber, Former Hopkins County Property Valuation Administrator
The Honorable Joe Blue, Hopkins County Property Valuation Administrator
Madisonville, Kentucky 42431

We have performed the procedures enumerated below related to the former Hopkins County Property Valuation Administrator (PVA) compliance with the *Fiscal and Personnel Administration Manual for the Office of Property Valuation Administrator* regarding the accountability for statutory contribution receipts and disbursements, including capital outlay disbursements, city government receipts, recordkeeping, and leases and contracts during the period July 1, 2022 through December 4, 2022.

An agreed-upon procedures engagement involves the APA performing specific procedures that the former PVA 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 Hopkins County PVA 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 representation 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 Hopkins County PVA has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of determining the former PVA's compliance with the *Fiscal and Personnel Administration Manual for the Office of Property Valuation Administrator* regarding the accountability for statutory contribution receipts and disbursements, including capital outlay disbursements, city government receipts, recordkeeping, and leases and contracts. 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 findings are as follows:

1. Procedure -

Determine if the former PVA has a receipts ledger, a disbursements ledger, and reconciles bank records to books each month. Re-perform the year-end bank reconciliation (December 4, 2022), for all bank accounts, to determine if amounts are accurate.

Finding -

The former PVA had a receipts and disbursements ledger. The former PVA conducted monthly bank reconciliations; however, the month of November's bank reconciliation was not performed. The December 4, 2022 bank reconciliation was not accurate.

Former PVA's Response: The November statement did not come until after my departure.



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The Honorable Pamela Barber, Former Hopkins County Property Valuation Administrator
The Honorable Joe Blue, Hopkins County Property Valuation Administrator
(Continued)

2. Procedure -

Confirm all payments by the city to the former PVA. Compare recorded city receipts to confirmed payment amounts obtained from city governments. Also compare recorded city receipts to the DOR list of cities to determine if the former PVA has accounted for all city receipts.

Finding -

All payments made to the former PVA were confirmed except for the cities of St. Charles, Hanson, and Nebo who failed to return the auditor's confirmation request. The remaining payments from the cities have been confirmed and agree to the former PVA's receipts records.

3. Procedure -

Confirm all payments made by the fiscal court to the former PVA. Compare the budgeted statutory contribution by the fiscal court to the legally required amounts calculated by the Department of Revenue. Trace the fiscal court payments from the fiscal court statutory contribution budget account to the former PVA's local bank account.

Finding -

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

4. Procedure -

Select one month (July 2022 - November 2022) and review bank statements to determine if deposits were made weekly at a minimum or if receipts of \$250 or more are deposited daily. Choose one week from month selected and determine if pre-numbered receipts were issued.

Finding -

Deposits were made weekly at a minimum and receipts of \$250 or more are deposited daily. Pre-numbered receipts were not issued.

5. Procedure -

Determine if the former PVA has a change fund and document the amount of the former PVA's change fund.

Finding -

The former PVA did not have a change fund.

6. Procedure -

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

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The Honorable Pamela Barber, Former Hopkins County Property Valuation Administrator
The Honorable Joe Blue, Hopkins County Property Valuation Administrator
(Continued)

6. (Continued)

Finding -

Selected disbursements agree to paid invoices or other supporting documentation and bank records. Disbursements were determined to be for official business. Credit card disbursements were for official business. However, out of four credit card transactions tested, one credit card statement was missing and three invoices for wireless charges were not maintained.

Former PVA's Response: All invoices were paid and kept in a monthly folder. The audit was done after I left office. Therefore, I could not search for such "unfound" invoices.

Auditor's Reply: The former PVA should have maintained support for all disbursements. The former PVA could have gone on-site to look for the support but chose not to.

7. Procedure -

Compare capital outlay disbursements with supporting documentation, bank records, and proper purchasing procedures. Observe newly acquired assets. Determine if assets were added to the former PVA's Capital Asset Inventory List.

Finding -

Proper purchasing procedures were followed for capital outlay disbursements, they agree to bank records, and supporting documentation. Assets were not added to the former PVA's capital asset inventory list.

8. Procedure -

Scan vehicle lease agreements, personal service contracts, and professional service contracts for cost schedules and compare to actual payments. Determine if services received were appropriate, for official business, and properly authorized.

Finding -

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

9. Procedure -

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

Finding -

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

10. Procedure -

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

Finding -

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

Holly M. Johnson, Secretary, Finance and Administration Cabinet
The Honorable Pamela Barber, Former Hopkins County Property Valuation Administrator
The Honorable Joe Blue, Hopkins County Property Valuation Administrator
(Continued)

11. Procedure -

For former PVA office employees hired between July 1, 2022 and December 4, 2022, determine if the Ethics Certification Form has been completed and is on file.

Finding -

Not applicable since no employees were hired between July 1, 2022 and December 4, 2022.

12. Procedure -

Determine if the former PVA's office was closed any day other than the state's approved holidays. If so, determine if the proper procedures and forms were completed.

Finding -

Not applicable since the former PVA did not close any day other than the state's approved holidays.

We were engaged by the Finance and Administration Cabinet, Department of Revenue and the former Hopkins County PVA 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 Hopkins County PVA and of the Finance and Administration Cabinet, Department of Revenue 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 suitable for any other purpose. This report is intended solely for the information and use of the former Hopkins County PVA and the Finance and Administration Cabinet, Department of Revenue and is not intended to be and should not be used by anyone other than the specified parties.

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
Frankfort, KY

December 16, 2022