

**REPORT OF THE AUDIT OF THE
WARREN COUNTY
CLERK**

**For The Year Ended
December 31, 2023**



**ALLISON BALL
AUDITOR OF PUBLIC ACCOUNTS
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ALLISON BALL
AUDITOR OF PUBLIC ACCOUNTS

Independent Auditor's Report

The Honorable Doug Gorman, Warren County Judge/Executive
The Honorable Lynette Yates, Warren County Clerk
Members of the Warren County Fiscal Court

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying Statement of Receipts and Disbursements - Regulatory Basis of the County Clerk of Warren County, Kentucky and the Statement of Receipts, Disbursements, and Fund Balances of the County Clerk's Operating Fund and County Fund with the State Treasurer - Regulatory Basis for the year ended December 31, 2023, and the related notes to the financial statements.

Unmodified Opinion on Regulatory Basis of Accounting

In our opinion, the accompanying financial statements present fairly, in all material respects, the receipts and disbursements of the Warren County Clerk and the receipts, disbursements, and fund balances of the Warren County Clerk's operating fund and county fund with the state treasurer for the year ended December 31, 2023, in accordance with the basis of accounting practices prescribed or permitted by the Commonwealth of Kentucky to demonstrate compliance with the Commonwealth of Kentucky's regulatory basis of accounting and budget laws as described in Note 1.

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 Opinions on U.S. Generally Accepted Accounting Principles section of our report, the financial statements referred to above do not present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of the Warren County Clerk, as of December 31, 2023, or changes in financial position or cash flows thereof for the year then ended.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS), the standards applicable to financial audits contained in *Government Auditing Standards* (GAS), issued by the Comptroller General of the United States, and the *Audit Program for County Fee Officials* issued by the Auditor of Public Accounts, Commonwealth of Kentucky. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statement section of our report. We are required to be independent of the Warren County Clerk and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.



The Honorable Doug Gorman, Warren County Judge/Executive
The Honorable Lynette Yates, Warren County Clerk
Members of the Warren County Fiscal Court

Basis for Opinion (Continued)

Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles

As described in Note 1 of the financial statements, the financial statements are prepared by the Warren 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 and budget laws, which is a basis of accounting other than accounting principles generally accepted in the United States of America. The effects on the financial statements 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 and pervasive.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements 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 the financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Warren County Clerk's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statement

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and GAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and GAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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 Warren County Clerk's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Warren County Clerk's ability to continue as a going concern for a reasonable period of time.

The Honorable Doug Gorman, Warren County Judge/Executive
The Honorable Lynette Yates, Warren County Clerk
Members of the Warren County Fiscal Court

Auditor's Responsibilities for the Audit of the Financial Statement (Continued)

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we have identified during the audit.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated August 20, 2024, on our consideration of the Warren 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 solely 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 effectiveness of 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 Warren County Clerk's internal control over financial reporting and compliance.

Respectfully submitted,



Allison Ball
Auditor of Public Accounts
Frankfort, KY

August 20, 2024

WARREN COUNTY
LYNETTE YATES, COUNTY CLERK
STATEMENT OF RECEIPTS AND DISBURSEMENTS - REGULATORY BASIS

For The Year Ended December 31, 2023

Receipts

State Fees For Services	\$	51,136
Fiscal Court		30,532
Licenses and Taxes:		
Motor Vehicle-		
Licenses and Transfers	\$	4,597,003
Usage Tax		25,360,637
Tangible Personal Property Tax		18,007,678
Notary Fees		21,504
Lien Release Fees		74,132
Other-		
Marriage Licenses		38,840
Occupational Licenses		5,698
Deed Transfer Tax		1,134,387
Delinquent Tax		1,505,839
Delinquent Tax Deposits		1,711,146
		52,456,864
Fees Collected for Services:		
Recordings-		
Deeds, Easements, and Contracts		154,828
Real Estate Mortgages		376,853
Chattel Mortgages and Financing Statements		300,090
Powers of Attorney		17,880
Releases		185,977
Affordable Housing Trust		121,890
Storage Fees		215,950
All Other Recordings		115,847
Charges for Other Services-		
Candidate Filing Fees		360
Copy Work		8,119
Postage		43,598
Miscellaneous Income		3,055
		1,544,447
Interest Earned		111,469
Total Receipts		54,194,448

The accompanying notes are an integral part of the financial statements.

WARREN COUNTY
 LYNETTE YATES, COUNTY CLERK
 STATEMENT OF RECEIPTS AND DISBURSEMENTS - REGULATORY BASIS
 For The Year Ended December 31, 2023
 (Continued)

Disbursements

Payments to State:

Motor Vehicle-

Licenses and Transfers \$ 3,276,291

Usage Tax 24,578,712

Tangible Personal Property Tax 6,060,396

Licenses, Taxes, and Fees-

Delinquent Tax 200,897

Legal Process Tax 106,852

Affordable Housing Trust 121,890 \$ 34,345,038

Payments to Fiscal Court:

Tangible Personal Property Tax 2,023,138

Delinquent Tax 239,061

Deed Transfer Tax 1,077,667

Occupational Licenses 3,363

Storage Fees 215,950 3,559,179

Payments to Other Districts:

Tangible Personal Property Tax 9,198,281

Delinquent Tax 741,752 9,940,033

Payments to Sheriff

93,661

Payments to County Attorney

143,995

Other Regulatory Payments:

Delinquent Tax Deposit Refunds 1,711,146

Other Refunds 28,827 1,739,973

Other Disbursements:

Bad Debt Expense 859

Total Disbursements

\$ 49,822,738

WARREN COUNTY
LYNETTE YATES, COUNTY CLERK
STATEMENT OF RECEIPTS AND DISBURSEMENTS - REGULATORY BASIS
For The Year Ended December 31, 2023
(Continued)

Net Receipts		\$ 4,371,710
Payments to State Treasurer:		
75% Operating Fund *	\$ 3,294,018	
25% County Fund	<u>1,077,692</u>	<u>4,371,710</u>
Balance Due at Completion of Audit		<u><u>\$ 0</u></u>

* Includes reimbursed expenses in the amount of \$16,455 for the audit period.
See Note 1 of Notes to Financial Statements.

WARREN COUNTY
 LYNETTE YATES, COUNTY CLERK
 STATEMENT OF RECEIPTS, DISBURSEMENTS, AND
 FUND BALANCES OF THE COUNTY CLERK'S OPERATING FUND
AND COUNTY FUND WITH THE STATE TREASURER - REGULATORY BASIS

For The Year Ended December 31, 2023

	75% Operating Fund	25% County Fund	Totals
Fund Balance - January 1, 2023	\$	\$	\$
<u>Receipts</u>			
Fees Paid to State - Operating Funds (75%)	3,294,018		3,294,018
Fees Paid to State - County Funds (25%)		1,077,692	1,077,692
Total Funds Available	<u>3,294,018</u>	<u>1,077,692</u>	<u>4,371,710</u>
<u>Disbursements</u>			
Warren County Fiscal Court		764,168	764,168
Personnel Services-			
Official's Statutory Maximum	141,953		141,953
Official's Expense Allowance	3,600		3,600
Official's Training Incentive	4,983		4,983
Deputies' Salaries	1,242,943		1,242,943
Overtime Gross	77,409		77,409
Employee Benefits-			
Employer's Share Social Security	110,530		110,530
Employer's Share Retirement	343,819		343,819
Employer's Share Health Insurance	184,000		184,000
Employer's Share Life Insurance	310		310
Workers' Compensation	1,280		1,280
Unemployment Insurance	768		768
Contracted Services-			
Computer Equipment/Hardware	168,192		168,192
Software License/Service	618		618
Copy Machines/Maintenance	5,843		5,843
Miscellaneous Maintenance Agreements	448		448

The accompanying notes are an integral part of the financial statements.

WARREN COUNTY
 LYNETTE YATES, COUNTY CLERK
 STATEMENT OF RECEIPTS, DISBURSEMENTS, AND
 FUND BALANCES OF THE COUNTY CLERK'S OPERATING FUND
 AND COUNTY FUND WITH THE STATE TREASURER - REGULATORY BASIS
 For The Year Ended December 31, 2023
 (Continued)

	75% Operating Fund	25% County Fund	Totals
	<u> </u>	<u> </u>	<u> </u>
<u>Disbursements (Continued)</u>			
Supplies and Materials-			
Office Supplies	\$ 38,313	\$	\$ 38,313
Books/Binders/Recording Paper	533		533
Other Charges-			
Dues and Conventions	5,190		5,190
Travel	5,819		5,819
Miscellaneous	2,130		2,130
Postage	30,000		30,000
Supplies	4,859		4,859
Telephone	8,700		8,700
Office Repairs/Upkeep	4,087		4,087
Capital Outlay-			
Office Equipment	4,433		4,433
Total Disbursements	<u>2,390,760</u>	<u>764,168</u>	<u>3,154,928</u>
Fund Balance - December 31, 2023	<u>\$ 903,258</u>	<u>\$ 313,524</u>	<u>\$ 1,216,782</u>

The accompanying notes are an integral part of the financial statements.

WARREN COUNTY
NOTES TO THE FINANCIAL STATEMENTS

December 31, 2023

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 due from the county clerk as determined by the audit.

KRS 64.350 establishes that a fee official in counties with a population over 70,000 has two funds with the state treasurer for the deposit of fees collected. Seventy-five percent (75%) of the fees collected are deposited in the county clerk's operating fund and used for office expenses of the fee official. The remaining twenty-five percent (25%) of fees collected are deposited to the county fiscal court fund and paid to the fiscal courts, urban-county governments, or consolidated local governments of the respective counties quarterly no later than April 15, July 15, October 15, and January 15. These funds are closed at the end of each official term by paying the balances to the respective county government.

Also, fee official office revenues could be considered reimbursed expenses. All reimbursed expenses are treated as revenue in the 75 percent fund.

The financial statements have 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:

- Interest receivable
- Collection on accounts due from others for 2023 services
- Reimbursements for 2023 activities
- Payments due other governmental entities for December tax and fee collections
- Payroll expenditures incurred but not paid
- Payments due vendors for goods or services provided in 2023

The measurement focus of a fee official's financial statements is upon current financial resources.

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).

WARREN COUNTY
 NOTES TO THE FINANCIAL STATEMENTS
 December 31, 2023
 (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 Kentucky Public Pensions Authority (KPPA). 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.

The county clerk's contribution for calendar year 2021 was \$323,039, calendar year 2022 was \$390,938, and calendar year 2023 was \$343,819.

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 CERS 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 CERS 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 26.79 percent for the first six months and 23.34 percent for the last six months.

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:

WARREN COUNTY
 NOTES TO THE FINANCIAL STATEMENTS
 December 31, 2023
 (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)

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%

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, they 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.

B. Health Insurance Coverage - Tier 2 and Tier 3 - Nonhazardous

Once members reach a minimum vesting period of 15 years, they 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. 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 Kentucky Retirement Systems 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.

WARREN COUNTY
 NOTES TO THE FINANCIAL STATEMENTS
 December 31, 2023
 (Continued)

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

Other Post-Employment Benefits (OPEB) (Continued)

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, CERS 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.

Kentucky Retirement Systems Annual Financial Report and Proportionate Share Audit Report

Kentucky Retirement Systems 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.

Kentucky Retirement Systems 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 Warren 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 Warren 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, 2023, all deposits were covered by FDIC insurance or a properly executed collateral security agreement.

WARREN COUNTY
 NOTES TO THE FINANCIAL STATEMENTS
 December 31, 2023
 (Continued)

Note 4. Lease Agreements

The Warren County Clerk's office was committed to the following lease agreements as of December 31, 2023:

<u>Item Purchased</u>	<u>Monthly Payment</u>	<u>Term of Agreement</u>	<u>Ending Date</u>	<u>Principal Balance December 31, 2023</u>
Copiers - Consolidated	\$ 367	36 months	December 2025	\$ 9,175
Copier - Recording	158	36 months	December 2025	3,940
Postage Meter	323	60 months	June 2024	1,936
Hardware	5,787	60 months	November 2025	133,101
Printer	122	56 months	November 2025	2,684
Scanner	44	47 months	November 2025	1,012
Totals	<u>\$ 6,801</u>			<u>\$ 151,848</u>

Note 5. Subscription-Based Information Technology Arrangements (SBITA)

A. SBITA – Accounting Subscription

The Warren County Clerk entered into a subscription-based information technology arrangement for accounting software in the bookkeeping department. The subscription terms are five years totaling \$143,820, and the county clerk's office will receive the right-to-use subscription asset (intangible asset). As of December 31, 2023, the value of the subscription liability was \$55,131. The Warren County Clerk is required to make monthly payments of \$2,397. The future annual subscription payments as of December 31, 2023, were as follows:

<u>Calendar Year Ended December 31</u>	<u>Amount</u>
2024	\$ 28,764
2025	<u>26,367</u>
Totals	<u>\$ 55,131</u>

B. SBITA – Indexing Software

The Warren County Clerk entered into a subscription-based information technology arrangement for indexing software in the recording department. The subscription terms are five years totaling \$261,360 and the county clerk's office will receive the right-to-use subscription assets (intangible assets). As of December 31, 2023, the value of the subscription liability was \$100,188. The Warren County Clerk is required to make monthly payments of \$4,356. The future annual subscription payments as of December 31, 2023, were as follows:

<u>Calendar Year Ended December 31</u>	<u>Amount</u>
2024	\$ 52,272
2025	<u>47,916</u>
Totals	<u>\$ 100,188</u>

WARREN COUNTY
 NOTES TO THE FINANCIAL STATEMENTS
 December 31, 2023
 (Continued)

Note 5. Subscription-Based Information Technology Arrangements (SBITA) (Continued)

C. SBITA – Delinquent Tax Software

The Warren County Clerk entered into a subscription-based information technology arrangement for indexing software in the recording department. The subscription terms are five years totaling \$72,600, and the county clerk's office will receive the right-to-use subscription assets (intangible assets). As of December 31, 2023, the value of the subscription liability was \$27,830. The Warren County Clerk is required to make monthly payments of \$1,210. The future annual subscription payments as of December 31, 2023, were as follows:

Calendar Year Ended December 31	Amount
2024	\$ 14,520
2025	<u>13,310</u>
Totals	<u>\$ 27,830</u>

Note 6. Imprest Cash Account

The Finance & Administration – County Fee Systems Branch authorized the Warren County Clerk to administer an Imprest Cash Fund in the amount of \$2,000. This fund is to be used for expenses, such as postage and other necessary expenses \$1,000 or less that need to be paid in less than a 10 day turn around, except travel and payroll expenses.

Note 7. Health Reimbursement Account

The Warren County Clerk's office established a health reimbursement account on January 1, 2013, to provide employees an additional health benefit. The county clerk's office contracted with a third-party administrator to administer the plan and renews annually each year. The plan provides a debit card to each eligible employee providing \$4,200 each year to pay for qualified medical expenses. If an employee is no longer employed by the county clerk's office or decides to no longer participate in the health reimbursement account, the funds revert back to the county clerk's office. The balance as of December 31, 2023, was \$22,501. The unused amounts roll forward to each employee's account until they no longer participate in the plan.

Note 8. Fiduciary Account - Escrow Account

The Warren County Clerk deposited outstanding checks into a custodial bank account. When statutorily required, the county clerk will turn over the escrowed funds to the Kentucky State Treasurer as unclaimed property. The county clerk's escrowed amounts were as follows:

2020	\$ 251
2021	\$1,075
2022	\$3,688

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND
ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF THE FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

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ALLISON BALL
AUDITOR OF PUBLIC ACCOUNTS

Report On Internal Control Over Financial Reporting And
On Compliance And Other Matters Based On An Audit Of The Financial
Statements Performed In Accordance With *Government Auditing Standards*

Independent Auditor's Report

The Honorable Doug Gorman, Warren County Judge/Executive
The Honorable Lynette Yates, Warren County Clerk
Members of the Warren County Fiscal Court

We have audited, 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 Program for County Fee Officials* issued by the Auditor of Public Accounts, Commonwealth of Kentucky, the Statement of Receipts and Disbursements - Regulatory Basis of the County Clerk of Warren County, Kentucky, the Statement of Receipts, Disbursements, and Fund Balances of the County Clerk's Operating Fund and County Fund with the State Treasurer - Regulatory Basis for the year ended December 31, 2023, and the related notes to the financial statements, and have issued our report thereon dated August 20, 2024. The Warren County Clerk's financial statements are 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.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Warren 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 statements, but not for the purpose of expressing an opinion on the effectiveness of the Warren County Clerk's internal control. Accordingly, we do not express an opinion on the effectiveness of the Warren County Clerk's internal control.

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 combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. *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.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.



Report On Internal Control Over Financial Reporting And
On Compliance And Other Matters Based On An Audit Of The Financial
Statements Performed In Accordance With *Government Auditing Standards*
(Continued)

Report on Compliance And Other Matters

As part of obtaining reasonable assurance about whether the Warren County Clerk's financial statements are free from 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 statements. 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 no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

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,



Allison Ball
Auditor of Public Accounts
Frankfort, KY

August 20, 2024