



Fiscal Court Audit Guide

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

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This audit guide is developed in accordance with KRS 43.075, Uniform standards and procedures, which directs the Auditor of Public Accounts to develop uniform standards and procedures for conducting, and uniform formats for reporting, all audits of county budgets and the accounts, books and papers of elected county or district officials performed under KRS 43.070(1)(a)1. and 2. or (1)(b) or 64.810.

Upon and after July 15, 1986, no person shall conduct an audit under KRS 43.070(1)(a)1. and 2. or (1)(b) or 64.810 which does not comply with these standards and procedures promulgated by the state Auditor of Public Accounts.

Applicability and Methodology

This guide provides the uniform standards and procedures for conducting, and uniform formats for reporting, all audits of county budgets, accounts, books, and papers for fiscal court audits promulgated by the Auditor of Public Accounts (APA) as required by KRS 43.075. This guide is not intended to be a complete set of all auditing standards or as a replacement for any auditing standard generally required in the United States (GAAS) promulgated by the American Institute of Certified Public Accountants (AICPA), audits performed under generally accepted government auditing standards (GAGAS) promulgated by the Comptroller General of the United States, or other applicable requirements. Instead, this guide is intended to supplement those standards, and its use is mandatory in conducting all audits of county fiscal courts in the Commonwealth of Kentucky.

In addition to adhering to this guide, all fiscal court audits must be performed in accordance with GAAS and GAGAS. Additionally, when applicable, single audits must be performed in accordance with the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

In adhering to these standards, auditors should demonstrate an understanding of all applicable professional standards in properly supported and well referenced audit documentation, and through the appropriate use of professional judgment. As such, audit procedures contained in this guide may not cover all circumstances or conditions encountered during a particular audit. It is incumbent upon the independent auditor to exercise professional judgment to tailor procedures to ensure that audit procedures are met and that audit risk is reduced to an appropriately low level. However, auditors must consider all requirements in this audit guide that could have a direct and material effect on the opinion for the financial statements of the fiscal court. If an auditor determines that certain procedures are not necessary, the rationale for the exclusion must be explained in the audit documentation. An example of this is a situation in which an auditee is not subject to a specific requirement, or a specific transaction type is not applicable to the auditee.

Required Communication

Known or Suspected Fraud or Abuse

Any known or suspected fraud, abuse, malfeasance, nonfeasance, or illegal acts identified or brought to the attention of the auditor shall be reported, immediately upon discovery, to the APA. Materiality is not a factor to consider in initiating this communication.

Modified or Disclaimed Opinion

The auditor shall notify the APA immediately upon recognizing circumstances that warrant the independent auditor's report to be modified, or upon determination that a disclaimer of opinion may be necessary in accordance with GAAS.

Audit Completion and Quality Control Reviews

Upon completion of audit fieldwork and significant supervisory review the auditor must contact the APA to request a review. Due to the oversight role of the APA, reviews of audit reports and audit documentation must be performed by the APA prior to the issuance of the audit report. These reviews focus on ensuring audit documentation has sufficient compliance with this guide, and appears to contain sufficient documentation to demonstrate adherence to other applicable professional standards. It is critical for the auditor to understand that because the APA is not conducting the audit, there are inherent limitations in the review process that prevents the APA from taking responsibility for the accuracy and reliability of the independent auditor's work. Therefore, auditors are required to have a separate system of quality assurance in place, independent of the APA, and sufficient to ensure applicable standards are met in all audits.

KRS 64.810(4) states that after our preliminary review of the certified public accountant's work papers, should discrepancies be found and are not corrected, then the APA may conduct our own audit, and charge the county for the expense of such audit. Please be aware that we consider, as a "discrepancy," any audit by a certified public accountant that has not been timely completed by February 1 following the year being audited, as mandated by KRS 64.810(3)(a). Thus, if the certified public accountant performing the audit does not complete the audit by February 1 following the year being audited, the APA may choose to perform the audit ourselves as allowed by law.

When the APA's review is complete, the auditor will be authorized in writing to release the audit after any significant deficiencies identified have been corrected. After receiving authorization for release and finalizing the report, the auditor shall forward a copy of the final report to the APA in an unlocked pdf, Microsoft Word, or Excel file within 10 business days of the report being issued by the auditor. Audits conducted under contract with the APA via a request for proposal (RFP) process will be finalized and distributed by the APA.

Discretionary Communication

Matters warranting further investigation or enforcement may be referred to the appropriate oversight or investigative agency or to law enforcement. In the event a referral is included in a comment it is the auditor's responsibility to communicate this referral to the appropriate agency.

Basis of Accounting

Fiscal courts are required to prepare annual financial reports for each fiscal year ending June 30th. Fiscal courts may choose to prepare financial statements in accordance with *Generally Accepted Accounting Principles* (GAAP) or present financial statements in a quarterly report format in accordance with the regulatory basis established by the Department for Local Government (DLG) in the *County Budget Preparation And State Local Finance Officer Manual (DLG Budget Manual)*. The option to select the regulatory basis of reporting was effective for periods ending on or after June 30, 2013.

The fiscal court audit should be planned to be sufficiently comprehensive in scope to permit an expression of an opinion on the financial statements and an in-relation-to opinion on the supplementary information. Additional information is presented below to describe the basic financial statements and key elements under both the regulatory and GAAP basis.

Regulatory Basis

- Statement of Receipts, Disbursements, and Changes in Fund Balances - Regulatory Basis
- Notes to Financial Statements

Supplementary Information

- Budgetary Comparison Schedules (All budgeted funds)
- Capital Asset Schedule
- Schedule of Expenditures of Federal Awards (If single audit)

Regulatory Reporting Entity:

The financial statement of a fiscal court reporting under the regulatory basis includes all budgeted and unbudgeted funds under the control of the fiscal court. Budgeted funds included within the reporting entity are those funds presented in the county's approved annual budget and reported on the quarterly reports submitted to the Department for Local Government. Unbudgeted funds may include non-fiduciary financial activities, private purpose trust funds, and internal service funds that are within the county's control. Unbudgeted funds may also include any corporation acting as the fiscal court in the acquisition and financing of any public project which may be undertaken by the fiscal court pursuant to the provisions of Kentucky law and thus accomplish a public purpose of the fiscal court. The unbudgeted funds are not presented in the annual approved budget or in the quarterly reports submitted to the Department for Local Government. The two typical unbudgeted funds in a county are the Public Properties Corporation and Jail Commissary.

Regulatory Materiality:

Materiality is calculated on the opinion unit, which is the entire financial statement as a whole. Operating receipts is the materiality benchmark used in the calculation of planning materiality, performance materiality, tolerable misstatement, individually significant item, trivial amount.

Regulatory Basis (Continued)

Operating receipts for materiality calculation includes all receipts, except for transfers, borrowed money or carryover fund balance, for all budgeted and unbudgeted funds.

As the audit progresses, the auditor should consider whether materiality used for planning purposes needs to be reassessed because of significant changes in the quantitative or qualitative factors originally considered in the determination of materiality (e.g., year-end amounts differ significantly from the estimated amounts used in the initial calculation) or to indicate whether performance materiality or tolerable misstatement should be reconsidered because, for example, numerous audit adjustments suggest that performance materiality or tolerable misstatement should be lower. If the auditor becomes aware of additional significant quantitative or qualitative factors that were not initially considered but that would influence the judgment of a reasonable financial statement user, the auditor should reassess materiality, performance materiality, and tolerable misstatement and the results of evidence obtained while conducting the audit procedures.

If the auditor concludes, based on such factors, that a lower materiality than initially determined is appropriate, the auditor should evaluate the effect, if any, of the lower amount(s) on risk assessments and audit procedures, and modify the nature, timing, and extent of audit procedures necessary to obtain sufficient appropriate audit evidence. Additionally, the auditor should consider the impact of the reevaluation of materiality on the auditor's evaluation of identified misstatements.

GAAP Basis

Basic financial statements. The basic financial statements for fiscal courts electing to use the GAAP basis of accounting will include:

1. Government-wide financial statements:

- Statement of Net Position
- Statement of Activities

The government-wide financial statements should be prepared using the economic resources measurement focus and the accrual basis of accounting. These statements should report all of the assets, liabilities, revenues, expenses, and gains and losses of the government. Each statement should distinguish between the governmental and business-type activities of the primary government, and between the total primary government and its discretely presented component units by reporting each in separate columns. Fiduciary activities, whose resources are not available to finance the government's programs, should be excluded from the government-wide statements.

GAAP Basis (Continued)**2. Fund financial statements:**

- Balance Sheet – Governmental Funds
- Statement of Revenues, Expenditures, and Changes in Fund Balance – Governmental Funds
- Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities
- Statement of Net Position – Proprietary Funds
- Statement of Revenues, Expenses, and Changes in Fund Net Position – Proprietary Funds
- Statement of Cash Flows – Proprietary Funds
- Statement of Fiduciary Fund Net Assets

Fund financial statements should consist of a series of statements that focus on information about the government's major governmental and enterprise funds, including its blended component units. Fund financial statements should also report information about the government's fiduciary funds and component units that are fiduciary in nature. Governmental fund financial statements (including financial data for the general, special revenue, capital projects, debt service, and permanent funds) should be prepared using the current financial resources measurement focus and the modified accrual basis of accounting. Proprietary fund financial statements (including financial data for enterprise and internal service funds) and fiduciary fund financial statements (including financial data for fiduciary funds and similar component units) should be prepared using the economic resources measurement focus and the accrual basis of accounting.

3. **Notes to the financial statements** should consist of notes that provide information that is essential to a user's understanding of the basic financial statements.

4. Required supplementary information (RSI):

- Management's discussion and analysis (MD&A) should introduce the basic financial statements and provide an analytical overview of the government's financial activities. Although it is RSI, governments are required to present MD&A before the basic financial statements.
- Budgetary comparison schedules should be presented as RSI along with other types of data as required by all applicable GASB pronouncements.

GAAP Basis (Continued)

5. Supplementary information (SI):

Combining financial statements

- Combining Balance Sheet – Non-major Governmental Funds
- Combining Statement of Revenues, Expenditures, and Changes in Fund Balances – Non-major Governmental Funds
- SEFA

GAAP Reporting Entity:

The financial statements of a fiscal court reporting under the GAAP basis of accounting should include the primary government, organizations for which the primary government is financially accountable, and other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete as outlined in GASB 14, 34, 61 and 80.

GAAP Materiality:

Determining materiality is a matter of professional judgment. Separate materiality determinations should be made for each opinion unit. Opinion units for fiscal courts using the GAAP basis of accounting generally include the following: governmental activities, business-type activities, each major governmental fund, each major proprietary fund, aggregate discretely presented component units, and remaining fund information. Refer to AU-C Section 320, *Materiality in Planning and Performing an Audit*, for further guidance on materiality.

Determining what is material to a user of the financial statements requires professional judgment. Auditors often begin their materiality assessment for the financial statements as a whole for purposes of planning the audit by applying a percentage to a chosen benchmark. The benchmark should represent the measurement component of the entity's financial statements that is believed to be the most critical to the users of the financial statements. The benchmark will then be used as the base from which to determine materiality. As a rule, operating receipts is the benchmark used in the calculation of planning materiality, performance materiality, tolerable misstatement, individually significant items and trivial amounts. Operating receipts for materiality calculations in fiscal court audits should include all receipts, except for transfers, borrowed money or carryover fund balances, for all funds in each opinion unit.

As the audit progresses, the auditor should consider whether materiality used for planning purposes needs to be reassessed because of significant changes in the quantitative or qualitative factors originally considered in the determination of materiality (e.g., year-end amounts differ significantly from the estimated amounts used in the initial calculation) or to indicate whether performance materiality or tolerable misstatement should be reconsidered because, for example, numerous audit adjustments suggest that performance materiality or tolerable misstatement should be lower. If the auditor becomes aware of additional significant quantitative or qualitative factors

that were not initially considered but that would influence the judgment of a reasonable financial statement user, the auditor should reassess materiality, performance materiality, and tolerable misstatement and the results of evidence obtained while conducting the audit procedures.

If the auditor concludes, based on such factors, that a lower materiality than initially determined is appropriate, the auditor should evaluate the effect, if any, of the lower amount(s) on risk assessments and audit procedures, and modify the nature, timing, and extent of audit procedures necessary to obtain sufficient appropriate audit evidence. Additionally, the auditor should consider the impact of the reevaluation of materiality on the auditor's evaluation of identified misstatements.

Testing Procedures – GAAP and Regulatory

The auditor should use professional judgment to determine the extent of testing necessary to support his or her opinion on the auditee's financial statements and to report on the auditee's internal controls and on compliance with applicable laws and regulations (See Compliance section of this Audit Guide for applicable laws and regulations.)

The auditor shall perform procedures based on risk of material misstatement (RMM) or identified significant risks. Testing will depend on the auditor's consideration of the level of RMM associated with each account. If RMM is high, confirmation or tests of detail may be necessary. If RMM is low, substantive analytical procedures may suffice.

The procedures below are recommended based upon common risks identified in past fiscal court engagements conducted by the APA (both GAAP and Regulatory). The steps performed and conclusions reached should be clearly stated in the audit documentation.

Receipts:

- Confirm receipts from the Sheriff and County Clerk
- Confirm county's receipt of state taxes, grants, and other payments
- Revenue Recognition Test – Applicable to some extent in all audits, risk will be greater in counties with economic issues. Test cutoff to determine if revenue is appropriately recognized in compliance with the accounting framework. Testing suggestions: 1. Test receipts at year end to ensure they were recorded in the correct year. 2. Review deposits in transit list for receipts. 3. Test receipts in the July bank statement to ensure they were posted in the correct year. Base extent of testing on risk assessment
- Accounts Receivable – Jail, Ambulance, Garbage Fees, Other
 - Examine accounts receivable records for evidence of accurate posting and collection efforts. If the county uses a collection agency, view the collection report for reasonableness.
 - Review reports to determine the amount outstanding at June 30.
 - Document necessary information for note disclosure.
- Tax Abatements: Obtain and test information regarding tax abatements for proper accounting and disclosure. A tax abatement is a reduction in tax revenues that results from an agreement between one or more governments and an individual or entity which:
 - One or more governments promise to forgo tax revenues to which they are otherwise entitled and
 - The individual or entity promises to take a specific action after the agreement has been entered into that contributes to economic development or otherwise benefits the governments or citizens of those governments. Tax abatements do NOT include credits or deductions given by the Kentucky Tax Code.

Payroll:

- Comprehensive Payroll Test - From the county's payroll ledger, select at least one employee from each department (more if risk assessment suggests additional testing) and any others deemed necessary. If the county fee officials are fee pooling, also include these

Payroll:

employees. The following officials/employees should be included in the sample: County Judge/Executive, County Treasurer, Jailer, Finance Officer, Payroll Officer or Payroll Clerk.

- Obtain salary schedule. Determine if the salaried or hourly rates are approved by the fiscal court. See KRS 64.5275 and KRS 64.530 for guidance.
- Verify payroll is properly supported.
 - Determine that timesheets are completed for selected employees.
 - Determine that timesheets (or daily attendance record) are maintained.
 - Determine that timesheets (or daily attendance record) are approved.
 - Determine that timesheets (or daily attendance record) support hours worked and hours paid, including overtime if applicable.
 - Determine if leave taken on timesheets (or daily attendance record) agrees to leave balance reports.
 - Review Individual Earning Records and Payroll Records to determine if Bonuses or other type of one-time payments are made.
 - Review and document retirement paid by the county (employer's share) during the current and prior year fiscal years.
 -
- Elected Official - Maximum Salaries Test – Determine if salaries paid to the County Judge/Executive and Jailer were made in accordance with the salary schedule approved by DLG
- Health Insurance Disbursements – Select at least two invoices and test for attributes listed below.
 - Trace payment to cancelled check.
 - Verify the expenditure is allowable, supported, and recorded accurately.
 - Verify the expenditure was approved by fiscal court.
 - Verify the expenditure was paid timely.
- Health Insurance Withholdings – From one health insurance invoice, select employees to trace health insurance withholdings to withholdings documented on payroll earnings register. This test is verifying that employees are not receiving health insurance benefits without paying their portion.
- Flexible Spending Accounts/Health Reimbursement Accounts (FSA/HRA)
 - Document what type of plan the county has put into place and describe the plan for note disclosure. This may have been documented in the documentation of the understanding of this area. If a third party administrator (TPA) is used and is acting as a service organization, complete applicable audit work for a service organization.

Cash:

- Cash Lead Sheet – Complete the following procedures:
 - Prepare a summary schedule of reconciled cash balances at the opening and closing of the current period. Have the Treasurer sign the Cash Lead Sheet documenting that it's all-inclusive
- Bank Confirmations
 - Confirm account balance information with financial institutions. Request confirmations as of the financial statement date for each depository account identified, including those closed during the year
- Bank reconciliation or proof of cash should be performed (must do one or the other). Be sure to include unbudgeted funds and revolving accounts.
- Collateral Pledge Test
 - Confirm collateral pledged to secure deposits with the financial institutions holding the collateral securities as of financial statement date. Ascertain fair value of collateral and determine if the market or face value amount is adequate to secure funds on deposit as required by law.
- Cash Transfers
 - Verify cash transfers from restricted funds have been returned or were separately accounted for in the fund to which the cash was transferred. Review road allocation worksheet for proper calculation. Note for the road allocation worksheet calculation: Per the DLG budget manual, when allocating road funds for administrative costs, "The total of road fund dollars appropriated must not exceed budgeted truck license distribution receipts."
 - Test a sample of interfund transfers and examine authorization by tracing them to fiscal court orders.

Debt:

- Debt Schedule or Activity - Obtain or prepare an analysis of debt activity during the period. Include any proceeds borrowed on behalf of a third party entity. Include this debt on confirmation requests. Obtain copies of lease agreements for this debt.
- Confirm debt with financial institutions and lenders (banks, KACoLT, etc.). Obtain any amortization schedules that have been updated from the prior year.
- All debt proceeds and its use should be budgeted and accounted for on the fiscal court's financial statement. This includes debt directly received by the county and debt handled outside by a third party.

Disbursements:

- Test of Controls
 - Tests of controls are required in the following instances: 1. If substantive procedures alone are not effective to reduce risk to an acceptably low level, typically in highly automated processing environments in which a significant amount of information is initiated, authorized, recorded, processed, or reported electronically. 2. If your risk assessment includes an expectation of the operating effectiveness of controls.
- All material transaction classes must be tested. The auditor may choose one or more of the following suggested tests. Use auditor judgement to determine which tests to perform based on internal controls documentation and risk assessment. Include testing of purchases made by the county on behalf of third party entities, even if these were not budgeted/booked. All tests should include an identification of items tested. See Compliance section of this audit guide for applicable compliance requirements that shall be tested for, if applicable.
 - Suggested testing procedures for disbursements:
 - Test of Individually Significant Item (ISI) Transactions
 - Test of Large and Unusual Transactions
 - Random Sampling
 - Analytical Procedures Used As Substantive Tests
- Credit Cards
 - Determine if the fiscal court, or any department, uses credit cards to make purchases, travel arrangements, etc.
 - Review vendor statements. Scan for large and/or unusual purchases.
 - Test based on auditor judgment, materiality, and risk assessment.
 - Test transactions for allowability, proper support, and accurate recording.
- Purchase Order System – Test to determine if the county is using a purchase order system properly.
- Verify LGEA disbursements are proper based on guidance from the State Local Finance Officer Policy Manual and KRS 42.455

Jail Commissary:

Due to the nature of the funds and prior history the Jail Commissary Fund shall be considered a significant/high risk in all counties containing this fund.

- Annual Commissary Report - Obtain a copy of the jail commissary's annual report to the Treasurer
 - Verify that it was submitted to the Treasurer as required by statute. Consult the DLG Budget Manual for guidance.
 - Trace the ending book balance on the report to the book balance on the bank reconciliation.

Jail Commissary (Continued):

- Trace the receipts and disbursements totals on the report to receipts and disbursements ledgers and bank reconciliations.
- Perform a Proof of Cash on jail commissary bank accounts.
- Receipts – Determine if jail commissary receipts are properly accounted according to minimum requirements for handling public funds and jail commissary fund instructions as outlined in the DLG Budget Manual. In addition, perform the following test procedures:
- Receipts (Continued)
 - Determine if the correct fees are collected. Obtain a listing of fees charged at the jail to identify the fees that should be collected.
 - Compare daily checkout sheet total to the bank deposit (compare cash/checks per checkout sheet to cash/checks per deposit ticket). Determine if there are abnormal delays in daily receipts being deposited. Abnormal delays or differences in receipts deposited could indicate a fraud risk.
- Disbursements
 - Test a sample of disbursements for controls and/or substantive attributes, as well as compliance with KRS 441.135.
 - Be alert for capital asset purchases or purchases exceeding amounts that could have procurement requirements based on the county’s administrative code. Determine if further testing is needed.
- Disbursements to Inmates – Refunds
 - Scan cancelled checks or disbursements records for refunds to inmates. For large amounts or unusual entries, trace to supporting documentation.
 - Review jail’s policy for stale checks and inmate balances that have not been remitted to the inmate. Test compliance with KRS 441.137.
- Inmate Accounts – Test inmate accounts to ensure deposits and disbursements are recorded accurately in the inmate accounts.
 - Compare fees charged to inmates to the fee listing to ensure inmates are being charged correctly.
 - Obtain total inmate balances held by the jail. Test to see that cash balance in bank is sufficient to cover total balances of inmate accounts.

Capital Assets:

- County’s Capital Assets Listing - Obtain and review a copy of the county’s capital assets listing and infrastructure listing.
 - Trace beginning balances to prior year audited balances. If there will be differences due to reclassifications or adjustments, add (restated) to the report format schedule and present adjustments to management for review/approval.
- Additions – Determine additions are materially accurate.
- Retirements – Determine retirements are materially accurate.

Additional Testing:

The auditor shall determine if additional testing is needed to ensure the testing of all material transaction classes/funds, accounts, account balances, transfers, and disclosures has been achieved. In addition, significant risks of material misstatement impacting accounts, transaction classes, or disclosures that exceed the documented tolerable misstatement should be addressed through further audit procedures which, in the judgment of the auditor, are sufficient to address the risks.

APPROPRIATE NOTE DISCLOSURES FOR FINANCIAL STATEMENTS

In order to achieve fair presentation, the notes to the financial statement(s), whether prepared utilizing the regulatory basis or GAAP basis, should include all informative disclosures that are appropriate, including all matters that affect the financial statements' use, understanding and interpretation. Per the Department for Local Government's *County Budget Preparation And State Local Finance Officer Manual*, appropriate note disclosures can generally be categorized as follows:

- Informative Disclosures for items contained in the financial statement(s)
- Additional general disclosures related to matters not specifically identified on the face of the financial statement(s)
- Other disclosures considered necessary to achieve a fair presentation

Examples of required note disclosures for financial statement(s), whether prepared on the regulatory basis or GAAP basis:

- Summary of Significant Accounting Policies
- Deposits and Investments
- Capital Assets (GAAP basis financial statements only; reported as Other Information under regulatory basis presentation)
- Short-Term Debt
- Long-Term Debt
- Inter-fund Balances and Transfers
- Receivables
- Employee Retirement System Participation and Related Commitments and Contributions
- Accounting Changes and Corrections of Errors
- Tax Abatements
- Other Postemployment Benefits

These disclosures would be prepared as required for the GAAP basis of reporting for both types of financial statement presentations. However, it is important to note that GAAP disclosure requirements that are not relevant to the regulatory basis of accounting need not be considered. For instance, as noted above, Capital Assets under the GAAP basis would be reported at historical cost net of accumulated depreciation on the face of the financial statements and in the notes to the financial statements. Under the regulatory basis of accounting, Capital Assets would be reported as "Other Information" instead of in the notes to the financial statements and only disclose the assets at historical cost. There would be no requirement to disclose depreciation expense or accumulated depreciation under the regulatory basis.

Additional General Disclosures that are generally applicable to both financial reporting frameworks related to matters that are not specifically identified on the face of the financial statement(s), when applicable:

- Material Noncompliance
- Restrictions on Assets or Cash Balances
- Related party Transactions
- Subsequent Events
- Commitments and Contingencies

Other Informative Disclosures that are necessary to achieve fair presentation should be included with either GAAP basis financial statements or a regulatory basis financial statement, when applicable, may include:

- Significant Risks and Uncertainties
- Significant Concentrations and Dependencies
- Going Concern Considerations
- Other informative disclosures for items or conditions not evident on the face of the financial statement(s)

Compliance

In accordance with KRS 43.075, all person performing audits of a fiscal court shall determine whether the fiscal court is complying with the requirements of the uniform system of accounts adopted under KRS 68.210, which is set forth in the Department for Local Government's *County Budget Preparation and State Local Finance Officer Policy Manual*, whether there is accurate recording of receipts by source and expenditures by payee, and whether or not each official is complying with all other legal requirements relating to the management of public funds by his office, including all publication requirements. All persons performing audits of a fiscal court shall also evaluate compliance with the following statutes. In addition, the auditor shall determine compliance with other applicable statutes or newly enacted legislation which are not listed, based on the situations and circumstances pertaining to the particular fiscal court being audited.

	KRS Number	Title/Description
PLANNING		
1	65.003	Codes of Ethics for City, County, etc. - Interlocal Agreements
2	65.067	Bond Required of Persons Handling Public Funds
3	65.905	Local Governments Required to File Uniform Financial Information Report; Use of Report by Department for Local Government
4	67.080 & 67.083	Powers of Fiscal Court
5	67.100	Records of Fiscal Court
6	67.710	Powers and Duties of County Judge/Executive
7	67.711	Deputy County Judge/Executive and Office Personnel
8	67.722	Expense Allowance for County Judge/Executive for local county road program
9	68.005	County Administrative Code
10	68.010	County Treasurer; Appointment, Term, Oath, Bond; Appointment of Acting County Treasurer Under Specified Circumstances
11	68.020	Duties and Powers of the County Treasurers
12	68.030	Approval and recording of settlements - must be in open court
13	68.050	Duties of Outgoing County Treasurer
14	68.210	SLFO Prescribes a System of Uniform Accounts
15	68.240	Proposed Budget; Contents; Duties of Fiscal Court
16	68.260	Adoption of Budget by Fiscal Court
17	68.360	Monthly Statement of County Treasurer; Quarterly Statement of County Judge/Executive
18	424.220(6)(8)	Preparing Financial Statement and Publishing Audit
19	91A.040	Publishing County Audit
CASH SECTION		
20	41.240	Pledge of Securities Required of Depositories
21	66.480 (1-7)	Investment of Public Funds; Limitations; Written Investment Policy; Duties of State Local Debt
DEBT SECTION		
22	58.180	Creation of Nonprofit Corporation to Act as an Instrumentality of Governmental Agency in the
23	65.117	Notice to State Local Debt Officer Required Before Any County Financial Obligation Entered Into
24	65.7703	Authority to Borrow Money in Anticipation of Taxes or Revenues
25	65.7705	Note Maximums
26	65.7707	Maturity of Notes; Payment of Interest
27	65.944	When Approval By SLDO Is Required
28	66.081	Maintenance of Sinking Funds
29	66.310	Approval of County Bonds by State Local Debt Officer
30	Ky Constitution Section 52	County cannot forgive liquidated debts
RECEIPTS SECTION		
31	64.840	Issuance of Receipt for Payment of Fine, Forfeiture, Tax or Fee - Accepting Payment by Debit
32	67.0802	Sale or Other Disposition of County Property
33	91A.080(8)	Insurance Premium Tax
34	243.075	Regulatory license fees

	KRS Number	Title/Description
DISBURSEMENTS SECTION		
35	42.455 (1-4)	Local Government Economic Assistance Program
36	62.050	Bonds, When to be Given
37	65.028	Public-private partnership delivery method of awarding contracts for capital construction projects
38	62.065	Individual Not to be Surety on More Than One Bond
39	65.140	Local Governments Required to Pay for Purchases within 30 Days; Interest Penalty
40	67.720	Bond of County Judge/Executive; Minimum; Record
41	68.110	Expenditure in Excess of Revenue or Diversion of Funds Forbidden
42	68.275	Payment of Claims Against the County; Use of Standing Orders for Payment of Certain
43	68.280	Amendment of Budget to Provide for Expenditure of Unanticipated Income
44	68.300	Expenditures in Excess of Budget Fund Void and Illegal
45	68.310	Limit of Expenditures for First Half of Each Fourth Year
46	71.010	Bond and Oath of Jailer; Minimum; Record
47	72.010	Oath and Bond of Coroner; Minimum; Record; Payment of Bond Premiums from County Funds;
48	Section 3 of KY Constitution and	Prohibit Advance Payments for services (County Administrative Code may also prohibit)
49	OAG 79-448	
50	424.260	Procurement procedures where county has not adopted model procurement - Advertisement for bids
51	45A.343	Procurement procedures - Local Model Procurement Code
52	441.135	Canteen for Prisoners-Books of Accounts
53	441.137	Abandoned Balances in Jail Inmate Accounts Go to Canteen Account
54	441.225	Expenditures from Jail Budget; Payment of Jail Personnel
55	45A.300	Cooperative Purchasing
PAYROLL		
56	64.530	Compensation of County Officers, Employees, Deputies and Assistants and Members of Fiscal Court - Applicability of KRS 64.368 if Population Decreases Below 70,000
57	64.710	No Lump Sum Expense Allowance
58	67.705	Qualifications - Vacancy - Salary - Minimum Annual Compensation - Exception - Duties and Salaries of Judge/Executive and Magistrates or Commissioners in County Containing a Consolidated County Government
59	141.310(1)	Withholding of Tax from Wages Paid by Employer
60	141.330(1)	Employers to File Quarterly Returns and Make Payments-Liability-Actions-Lien on Property of Employer
61	141.335	Annual Withholding Statement to be Furnished Employee
62	337.285	Time and a Half for Employment in Excess of Forty Hours - Compensatory Time
63	337.320	Record to be Kept by Employer
COMPLETION		
64	61.932	Personal Information Security and Breach Investigation Procedures

Audit Reports

In accordance with KRS 43.075, the format of reports for fiscal courts shall be uniform.

- Draft Regulatory Audit Report Format
- Draft GAAP Audit Report Format

Note: The draft audit reports are being provided for format purposes only. They include examples of necessary report elements and note disclosures, however they must be modified to meet the specific requirements of the audit being completed. The drafts should be updated to include all the most recent standards to ensure compliance.

**REPORT OF THE AUDIT OF THE
_____ COUNTY
FISCAL COURT**

**For The Year Ended
June 30, 20XX**



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MIKE HARMON
AUDITOR OF PUBLIC ACCOUNTS

To the People of Kentucky

The Honorable Matthew G. Bevin, Governor

William M. Landrum III, Secretary

Finance and Administration Cabinet

The Honorable _____, _____ County Judge/Executive

Members of the _____ County Fiscal Court

Independent Auditor's Report

Report on the Financial Statement

We have audited the accompanying Statement of Receipts, Disbursements, and Changes in Fund Balances - Regulatory Basis of the _____ County Fiscal Court, for the year ended June 30, 20XX, and the related notes to the financial statement which collectively comprise the _____ County Fiscal Court's financial statement as listed in the table of contents.

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 Department for Local Government to demonstrate compliance with the Commonwealth of Kentucky's regulatory basis of accounting and budget laws. This includes determining that the regulatory basis of accounting is an acceptable basis for the preparation of the financial statement in the circumstances. 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 Fiscal Court Audits* 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.

209 ST. CLAIR STREET
FRANKFORT, KY 40601-1817

TELEPHONE 502.564.5841
FACSIMILE 502.564.2912

WWW.AUDITOR.KY.GOV

AN EQUAL OPPORTUNITY EMPLOYER M / F / D



To the People of Kentucky

The Honorable Matthew G. Bevin, Governor

William M. Landrum III, Secretary

Finance and Administration Cabinet

The Honorable _____, _____ County Judge/Executive

Members of the _____ 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 _____ County Fiscal Court on the basis of the accounting practices prescribed or permitted by the Department for Local Government 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 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 _____ County Fiscal Court as of June 30, 20XX, 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 fund balances of the _____ County Fiscal Court as of June 30, 20XX, and their respective cash receipts and disbursements, and budgetary results for the year then ended, in accordance with the basis of accounting practices prescribed or permitted by the Department for Local Government described in Note 1.

If you have an opinion different than above, talk to your manager

Emphasis of Matter(s)

If you have emphasis of matter paragraph, it should go here. See other examples of emphasis of matter paragraphs in binder. Additional guidance is also available in AU-C 706

If no Emphasis of Matter paragraph is needed, please move Other Matters section on next page to this page – it fits.

To the People of Kentucky
 The Honorable Matthew G. Bevin, Governor
 William M. Landrum III, Secretary
 Finance and Administration Cabinet
 The Honorable _____, _____ County Judge/Executive
 Members of the _____ County Fiscal Court

Other Matters

Supplementary Information

(NOTE: Remove the SEFA info from the following 2 paragraphs if not Single Audit)

Our audit was conducted for the purpose of forming an opinion on the financial statement taken as a whole of the _____ County Fiscal Court. The Budgetary Comparison Schedules, Schedule of Capital Assets, and the Schedule of Expenditures of Federal Awards, as required by the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) are presented for purposes of additional analysis and are not a required part of the financial statement; however, they are required to be presented in accordance with accounting practices prescribed or permitted by the Department for Local Government to demonstrate compliance with the Commonwealth of Kentucky's regulatory basis of accounting and budget laws.

The accompanying Budgetary Comparison Schedules, Schedule of Capital Assets, and Schedule of Expenditures of Federal Awards are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the financial statement. Such information has been subjected to the auditing procedures applied in the audit of the financial statement and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statement or to the financial statement itself, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Budgetary Comparison Schedules, Schedule of Capital Assets, and the Schedule of Expenditures of Federal Awards are fairly stated in all material respects in relation to the financial statement as a whole.

Additional Other Matters go here

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated (FW), on our consideration of the _____ County Fiscal Court's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and 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 _____ County Fiscal Court's internal control over financial reporting and compliance.

Based on the results of our audit, we present the accompanying Schedule of Findings and Responses **or (remove one) Schedule of Findings and Questioned Costs** included herein, which discusses the following report findings: **(remove this paragraph if not needed)**

2019-001 The Fiscal Court

Respectfully submitted,

Mike Harmon
 Auditor of Public Accounts

(FW - put EOF/Report date in Binder Properties)

_____ COUNTY OFFICIALS
For The Year Ended June 30, 20XX

Fiscal Court Members:

start here

list all at this indention

County Judge/Executive

Magistrate

Magistrate

Magistrate

Magistrate

Magistrate

Magistrate

Magistrate

Magistrate

Other Elected Officials:

County Attorney

Jailer

County Clerk

Circuit Court Clerk

Sheriff

Property Valuation Administrator

Coroner

Appointed Personnel:

County Treasurer

Chief Financial Officer

_____ COUNTY
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES
IN FUND BALANCES - REGULATORY BASIS

For The Year Ended June 30, 20XX

COUNTY
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES
IN FUND BALANCES - REGULATORY BASIS
For The Year Ended June 30, 20XX
(Continued)

	<u>Unbudgeted Funds</u>		
	<i>(linked to GO Bond Rec & App) Fund</i>	<i>(linked to PPC Rec & App) Fund</i>	Jail Commissary Fund
RECEIPTS			
Taxes	\$	\$	\$
In Lieu Tax Payments			
Excess Fees			
Licenses and Permits			
Intergovernmental			
Charges for Services			
Miscellaneous			
Interest			
Total Receipts	<u> </u>	<u> </u>	<u> </u>
DISBURSEMENTS			
General Government			
Protection to Persons and Property			
General Health and Sanitation			
Social Services			
Recreation and Culture			
Transportation Facility and Services			
Roads			
Airports			
Bus Services			
Other Transportation Facilities and Services			
Road Facilities			
Debt Service			
Capital Projects			
Administration			
Total Disbursements	<u> </u>	<u> </u>	<u> </u>
Excess (Deficiency) of Receipts Over Disbursements Before Other Adjustments to Cash (Uses)	<u> </u>	<u> </u>	<u> </u>
Other Adjustments to Cash (Uses)			
Bond Proceeds			
Payroll Revolving Account			
Investments Purchased			
Investments Redeemed			
Transfers From Other Funds			
Transfers To Other Funds			
Total Other Adjustments to Cash (Uses)	<u> </u>	<u> </u>	<u> </u>
Net Change in Fund Balance			
Fund Balance - Beginning			
Fund Balance - Ending	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
Composition of Fund Balance			
Bank Balance	\$	\$	\$
Plus: Deposits In Transit			
Less: Outstanding Checks			
Certificates of Deposit			
Investments			
Fund Balance - Ending	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>

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

COUNTY
**STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES
 IN FUND BALANCES - REGULATORY BASIS**
For The Year Ended June 30, 20XX
(Continued)

Private Purpose Trust Funds			
Trust Fund	Trust Fund	Trust Fund	Total Funds
\$	\$	\$	\$

COUNTY
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES
IN FUND BALANCES - REGULATORY BASIS
For The Year Ended June 30, 20XX
(Continued)

	Internal Service Funds			
				Total Internal Service Funds
RECEIPTS				
Taxes	\$	\$	\$	\$
In Lieu Tax Payments				
Excess Fees				
Licenses and Permits				
Intergovernmental				
Charges for Services				
Miscellaneous				
Interest				
Total Receipts				
DISBURSEMENTS				
General Government				
Protection to Persons and Property				
General Health and Sanitation				
Social Services				
Recreation and Culture				
Transportation Facility and Services				
Roads				
Airports				
Bus Services				
Other Transportation Facilities and Services				
Road Facilities				
Debt Service				
Capital Projects				
Administration				
Total Disbursements				
Excess (Deficiency) of Receipts Over Disbursements Before Other Adjustments to Cash (Uses)				
Other Adjustments to Cash (Uses)				
Bond Proceeds				
Payroll Revolving Account				
Investments Purchased				
Investments Redeemed				
Transfers From Other Funds				
Transfers To Other Funds				
Total Other Adjustments to Cash (Uses)				
Net Change in Fund Balance				
Fund Balance - Beginning				
Fund Balance - Ending	\$ 0	\$ 0	\$ 0	\$ 0
Composition of Fund Balance				
Bank Balance	\$	\$	\$	\$
Plus: Deposits In Transit				
Less: Outstanding Checks				
Certificates of Deposit				
Investments				
Fund Balance - Ending	\$ 0	\$ 0	\$ 0	\$ 0

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

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COUNTY
NOTES TO FINANCIAL STATEMENT

June 30, 20XX

Note 1. Summary of Significant Accounting Policies

A. Reporting Entity

The financial statement of _____ County includes all budgeted and unbudgeted funds under the control of the _____ County Fiscal Court. Budgeted funds included within the reporting entity are those funds presented in the county's approved annual budget and reported on the quarterly reports submitted to the Department for Local Government. Unbudgeted funds may include non-fiduciary financial activities, private purpose trust funds, and internal service funds that are within the county's control. Unbudgeted funds may also include any corporation to act as the fiscal court in the acquisition and financing of any public project which may be undertaken by the fiscal court pursuant to the provisions of Kentucky law and thus accomplish a public purpose of the fiscal court. The unbudgeted funds are not presented in the annual approved budget or in the quarterly reports submitted to the Department for Local Government.

[List component units] would have been included in the reporting entity under accounting principles generally accepted in the United States of America (GAAP) as established by the Governmental Accounting Standards Board. However, under the regulatory basis, they are no longer are required components of the reporting entity. Audits of the following entities can be obtained from the _____ County Fiscal Court (put in FC address): (List CU's whose audits are completed as of the end of our field work) (delete previous sentence if there are no complete CU audits and entire paragraph if there no CU's)

B. Basis of Accounting

The financial statement is presented on a regulatory basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America (GAAP) as established by the Governmental Accounting Standards Board. This basis of accounting involves the reporting of fund balances and the changes therein resulting from cash inflows (cash receipts) and cash outflows (cash disbursements) to meet the financial reporting requirements of the Department for Local Government and the laws of the Commonwealth of Kentucky.

This regulatory basis of accounting differs from GAAP primarily because the financial statement format does not include the GAAP presentations of government-wide and fund financial statements, cash receipts are recognized when received in cash rather than when earned and susceptible to accrual, and cash disbursements are recognized when paid rather than when incurred or subject to accrual.

Generally, except as otherwise provided by law, property taxes are assessed as of January 1, levied (mailed) November 1, due at discount November 30, due at face value December 31, delinquent January 1 following the assessment, and subject to sale ninety days following April 15.

C. Basis of Presentation

Budgeted Funds

The fiscal court reports the following budgeted funds:

General Fund - This is the primary operating fund of the fiscal court. It accounts for all financial resources of the general government, except where the Department for Local Government requires a separate fund or where management requires that a separate fund be used for some function.

COUNTY
NOTES TO FINANCIAL STATEMENT
June 30, 20XX
(Continued)

Note 1. Summary of Significant Accounting Policies (Continued)

C. Basis of Presentation (Continued)

Budgeted Funds (Continued)

Road Fund - This fund is for road and bridge construction and repair. The primary sources of receipts for this fund are state payments for truck license distribution, municipal road aid, and transportation grants. The Department for Local Government requires the fiscal court to maintain these receipts and disbursements separately from the general fund.

Jail Fund - The primary purpose of this fund is to account for the jail expenses of the county. The primary sources of receipts for this fund are reimbursements from the state and federal governments, payments from other counties for housing prisoners, and transfers from the general fund. The Department for Local Government requires the fiscal court to maintain these receipts and disbursements separately from the general fund.

Local Government Economic Assistance Fund - The primary purpose of this fund is to account for grants and related disbursements. The primary sources of receipts for this fund are grants from the state and federal governments.

Central Dispatch Fund - The primary purpose of this fund is to account for the dispatch expenses of the county. The primary source of receipts for this fund is the 911 telephone surcharge.

Homeland Security Fund - The primary purpose of this fund is to account for some emergency equipment expenses of the county. The primary sources of receipts for this fund are federal and state grants.

County Police Account Fund - The primary purpose of this fund is to account for additional law enforcement expenses of the county. The primary sources of receipts for this fund are fines and forfeitures.

(add or delete funds as necessary – include, at a minimum, the fund’s purpose and source(s) of receipts. Can also include use of disbursements if relevant.)

Unbudgeted Funds

The fiscal court reports the following unbudgeted funds: *NOTE: Per DLG, the only unbudgeted funds should be PPC type and Jail Commissary. If the county has any other unbudgeted funds, consult with your manager - they should probably be budgeted (and would need a comment) and document this consultation and results in the workpapers.*

Public Facilities Construction Corporation Fund - The primary purpose of this fund is to account for the proceeds and debt service of revenue bonds that were issued to fund construction of public buildings.

Jail Commissary Fund - The canteen operations are authorized pursuant to KRS 441.135. The profits generated from the sale of items are to be used for the benefit and to enhance the well-being of the inmates, or to enhance safety and security within the jail. The jailer is required to maintain accounting records and report annually to the county treasurer the receipts and disbursements of the jail commissary fund. *(add or delete funds as necessary)*

COUNTY
NOTES TO FINANCIAL STATEMENT
June 30, 20XX
(Continued)

Note 1. Summary of Significant Accounting Policies (Continued)

D. Budgetary Information

Annual budgets are adopted on a regulatory basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America (GAAP) as established by the Governmental Accounting Standards Board and according to the laws of Kentucky as required by the state local finance officer.

The county judge/executive is required to submit estimated receipts and proposed disbursements to the fiscal court by May 1 of each year. The budget is prepared by fund, function, and activity and is required to be adopted by the fiscal court by July 1.

The fiscal court may change the original budget by transferring appropriations at the activity level; however, the fiscal court may not increase the total budget without approval by the state local finance officer. Disbursements may not exceed budgeted appropriations at the activity level.

The state local finance officer does not require the jail commissary fund to be budgeted because the fiscal court does not approve the expenses of this fund. **(Remove if not needed)**

The state local finance officer does not require the public facilities construction corporation fund to be budgeted. Bond indentures and other relevant contractual provisions require specific payments to and from this fund annually. **(Remove if not needed or add any unbudgeted funds here)**

E. County Elected Officials

Kentucky law provides for election of the officials listed below from the geographic area constituting County. Pursuant to state statute, these officials perform various services for the Commonwealth of Kentucky, its judicial courts, the fiscal court, various cities and special districts within the county, and the board of education. In exercising these responsibilities, however, they are required to comply with state laws. Audits of their financial statements are issued separately and individually and can be obtained from their respective administrative offices. These financial statements are not required to be included in the financial statement of the County Fiscal Court.

- Circuit Court Clerk
- County Attorney
- Property Valuation Administrator
- County Clerk
- County Sheriff

COUNTY
NOTES TO FINANCIAL STATEMENT
June 30, 20XX
(Continued)

Note 1. Summary of Significant Accounting Policies (Continued)

F. Deposits and Investments

The government's fund balance is considered to be cash on hand, demand deposits, certificates of deposit, and short-term investments with original maturities of three months or less from the date of acquisition. The government's fund balance includes cash and cash equivalents and investments.

KRS 66.480 authorizes the county 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).

G. Long-term Obligations

The fund financial statement recognizes bond interest, as well as bond issuance costs when received or when paid, during the current period. The principal amount of the debt and interest are reported as disbursements. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as disbursements. Debt proceeds are reported as other adjustments to cash.

H. Related Obligations and Joint Ventures (Delete if Not Applicable)

A related organization is an entity for which a primary government is not financially accountable. It does not impose will or have a financial benefit or burden relationship, even if the primary government appoints a voting majority of the related organization's governing board. Based on this criteria, the following are considered related organizations of the _____ Fiscal Court:

Blank County Water District
 Blank County Fire District

A legal entity or other organization that results from a contractual agreement and that is owned, operated, or governed by two or more participants as a separate activity subject to joint control, in which the participants retain (a) an ongoing financial interest or (b) an ongoing financial responsibility is a joint venture. Based on this criteria, the following are considered joint ventures of the _____ Fiscal Court:

Blank County Airport Board
 Blank Community Action Group

COUNTY
NOTES TO FINANCIAL STATEMENT
June 30, 20XX
(Continued)

Note 2. Deposits and Investments-Everything is OK

A. Deposits (if no B. Investments section, can remove the sub-heading A. Deposits)

The fiscal court maintained deposits of public funds with depository institutions insured by the Federal Deposit Insurance Corporation (FDIC) as required by KRS 66.480(1)(d). According to KRS 41.240, the depository institution should pledge or provide sufficient collateral which, together with FDIC insurance, equals or exceeds the amount of public funds on deposit at all times. In order to be valid against the FDIC 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 fiscal court 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 government's deposits may not be returned. The government does not have a deposit policy for custodial credit risk, but rather follows the requirements of KRS 66.480(1)(d) and KRS 41.240. As of June 30, 20XX, all deposits were covered by FDIC insurance or a properly executed collateral security agreement.

A. Deposits - Collateral Insufficient w/Agreement

(Use this when the County has an agreement in place but the bank did not pledge sufficient assets to cover the County's deposits at either year-end or on the high date. This is used only when the fiscal court is not at fault. If there is not a security agreement in place, this is not used.)

The fiscal court maintained deposits of public funds with depository institutions insured by the Federal Deposit Insurance Corporation (FDIC) as required by KRS 66.480(1)(d). According to KRS 41.240, the depository institution should pledge or provide sufficient collateral which, together with FDIC insurance, equals or exceeds the amount of public funds on deposit at all times. In order to be valid against the FDIC 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 fiscal court 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.

Custodial Credit Risk - Deposits

Custodial credit risk is the risk that in the event of a depository institution failure, the government's deposits may not be returned. The government does not have a deposit policy for custodial credit risk, but rather follows the requirements of KRS 66.480(1)(d) and KRS 41.240. As of June 30, 20XX, all deposits were covered by FDIC insurance or a properly executed collateral security agreement. However, as of _____, 20__, public funds were exposed to custodial credit risk because the bank did not adequately collateralize the fiscal court's deposits in accordance with the security agreement.

- Uncollateralized and Uninsured \$ _____
- (OR)**

COUNTY
NOTES TO FINANCIAL STATEMENT
June 30, 20XX
(Continued)

Custodial credit risk is the risk that in the event of a depository institution failure, the government's deposits may not be returned. The government does not have a deposit policy for custodial credit risk but rather follows the requirements of KRS 66.480(1)(d) and KRS 41.240. On _____, 20__, the fiscal court's bank balance was exposed to custodial credit risk because the bank did not adequately collateralize the fiscal court's deposits in accordance with the security agreement.

- Uncollateralized and Uninsured \$ _____

A. Deposits - Collateral Insufficient - No Agreement

The fiscal court maintained deposits of public funds with depository institutions insured by the Federal Deposit Insurance Corporation (FDIC) as required by KRS 66.480(1)(d). According to KRS 41.240, the depository institution should pledge or provide sufficient collateral which, together with FDIC insurance, equals or exceeds the amount of public funds on deposit at all times. In order to be valid against the FDIC 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 fiscal court 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 not met, as the fiscal court did not have a written agreement with the bank.

Custodial Credit Risk - Deposits

Custodial credit risk is the risk that in the event of a depository institution failure, the government's deposits may not be returned. The fiscal court does not have a deposit policy for custodial credit risk but rather follows the requirements of KRS 66.480(1)(d) and KRS 41.240. On _____, 20__, the fiscal court's bank balance was exposed to custodial credit risk as follows:

- Uncollateralized and Uninsured \$ _____

COUNTY
NOTES TO FINANCIAL STATEMENT
June 30, 20XX
(Continued)

Note 2. Deposits and Investments (Continued)

B. Investments – Remove/revise to fit the county. If investments are present, keep this section but tailor it to fit the county, i.e. remove SIPC language if not applicable.

As of June 30, 20XX, the fiscal court had the following investments and maturities:

Type	Cost Basis	Maturities (In Years)			
		Less Than 1	1-5	6-10	More Than 10
Cash Equivalents	\$	\$	\$	\$	\$
U.S. Treasury					
Mutual Funds					
Certificates of Deposit					
Investments:					
U.S. Government and					
U.S. Agencies Bonds					
U.S. Agencies CMOs					
Municipal Bonds (KY)					
Total Investments					
Total Fund Balance	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

Custodial Credit Risk is the risk that, in the event of failure of the counterparty, the fiscal court will not be able to recover the value of its certificates of deposit, investments, or collateral securities that are in the possession of an outside party. The fiscal court’s investment policy requires counterparties to provide sufficient collateral or other insurance if any investments or deposits exceed the insurance provided by Federal Deposit Insurance Corporation (FDIC) and the Securities Investor Protection Corporation (SIPC). All certificates of deposit and investments must be held by the counterparty in the fiscal court’s name. The fiscal court has \$_____ of certificates of deposit and \$_____ of investments in securities held by the counterparties’ trust departments in the fiscal court’s name. The counterparty maintains the \$_____ of certificates of deposit at depository institutions insured by the FDIC and limits certificates of deposit at each depository institution to the \$250,000 FDIC coverage limit. In addition, the SIPC provides up to \$500,000 coverage for securities and cash (limit of \$250,000 for cash) per client and the counterparties maintain additional insurance coverage for loss of securities and cash above the coverage provided by FDIC and SIPC.

Credit Risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. The fiscal court is statutorily limited as to credit ratings, at the time of purchase. KRS 66.480 and the fiscal court’s investment policy define the following items as permissible investments:

- 1) Obligations of the United States and of its agencies and instrumentalities.
- 2) Obligations and contracts for future delivery or purchase of obligations backed by the full faith and credit of the United States or a United States government agency.
- 3) Obligations of any corporation of the United States government.

COUNTY
NOTES TO FINANCIAL STATEMENT
June 30, 20XX
(Continued)

Note 2. Deposits and Investments (Continued)

- 4) Certificates of deposit issued by or other interest-bearing accounts of any bank or savings and loan institution having a physical presence in Kentucky which are insured by the Federal Deposit Insurance Corporation or similar entity or which are collateralized, to the extent uninsured, by any obligations, including surety bonds, permitted by KRS 41.240.
- 5) Uncollateralized certificates of deposit issued by any bank or savings and loan institution having a physical presence in Kentucky rated in one of the three highest categories by a competent rating agency.
- 6) Bankers' acceptances for banks rated in one of the three highest categories by a competent rating agency.
- 7) Commercial paper rated in the highest category by a competent rating agency.
- 8) Bonds or certificates of indebtedness of this state and of its agencies and instrumentalities.
- 9) Securities issued by a state or local government, or any instrumentality of agency thereof, in the United States, and rated in one of the three highest categories by a competent rating agency.
- 10) Shares of mutual funds and exchange traded funds, each of which shall have the following characteristics:
 - a) The mutual funds shall be an open-end diversified investment company registered under the Federal Investment Company Act of 1940, as amended.
 - b) The management company of the investment company shall have been in operation for at least five years.
 - c) All of the securities in the mutual fund shall be eligible investments pursuant to this section.

The fiscal court is limited to investing no more than 20 percent in categories 5, 6, 7, 9, and 10 above per state statute and the fiscal court's investment policy. *As of June 30, 20XX, the fiscal court does not have any investments in these categories. OR As of June 30, 20XX, the fiscal court has investments of less than 20 percent in these categories. OR As of June 30, 20XX, the fiscal court has investments of __ percent in these categories which is more than the 20 percent limit set by state statute.*

The fiscal court's rated investments, as of June 30, 20XX, and the ratings are presented in the table below. All issuers of the municipal bonds are located in the Commonwealth of Kentucky.

Type	Standard & Poor's/Moody's Credit Ratings					Unrated/NA	Cost Basis
	AAA/Aaa	AA/Aa	A	WR			
Cash Equivalents	\$	\$	\$	\$	\$	\$	
U.S. Treasury							
Mutual Funds							
Certificates of Deposit							
Investments:							
U.S. Government and							
U.S. Agencies Bonds							
U.S. Agencies CMOs							
Municipal Bonds (KY)							
Total Investments							
Total Fund Balance	\$	0 \$	0 \$	0 \$	0 \$	0 \$	0

COUNTY
NOTES TO FINANCIAL STATEMENT
June 30, 20XX
(Continued)

Note 2. Deposits and Investments (Continued)

Concentration of Credit Risk is the risk of loss attributed to the magnitude of the fiscal court’s investment in a single issuer. U.S. Government securities and investments in mutual funds are excluded from this risk. The fiscal court does not have 5 percent or more of the fiscal court’s investments invested in any single security. **Or** More than 5 percent of the fiscal court’s investments are in _____ and _____ **(list name of investment)**. These investments are ___ percent and ___ percent, respectively, of the fiscal court’s total investments. All of the investments reported in the fiscal court’s _____ fund are _____ **(list name of investment)**.

Interest Rate Risk is the risk that changes in interest rates will adversely affect the fair value of an investment. Investments held for longer periods are subject to increased risk of adverse interest rate changes. The fiscal court’s policy provides that, to the extent practicable, investments are matched with anticipated cash flows. Investments are diversified to minimize the risk of loss resulting from over-concentration of assets in a specific maturity period, a single issuer, or an individual class of securities. See table above for investments listed by type and duration.

Foreign Currency Risk is the risk that changes in exchange rates will adversely affect the fair value of an investment or deposit. The fiscal court’s policy historically has been to invest only in securities in U.S. denominations.

OR

Foreign Currency Risk is the risk that changes in exchange rates will adversely affect the fair value of an investment or deposit. The fiscal court’s exposure to foreign currency risk is as follows:

Investment	Currency	Maturity	Cost Basis
			\$ _____
Total			\$ <u> 0</u>

The fiscal court’s investments in foreign currency-denominated _____ **(type of investment)** were rated _____ by _____ **(name of rating agency such as Standard & Poor’s)** and _____ by _____ **(name of rating agency)**. The fiscal court’s investment policy permits it to invest up to _____ percent of total investments in foreign currency-denominated investments. The fiscal court’s current position is ___ percent.

COUNTY
NOTES TO FINANCIAL STATEMENT
June 30, 20XX
(Continued)

Note 3. Transfers

The table below shows the interfund operating transfers for fiscal year 20XX.

	General Fund	Road Fund	LGEA Fund	Central Dispatch Fund	Homeland Security Fund	Total Transfers In
General Fund	\$	\$	\$	\$	\$	\$
Road Fund						
Jail Fund						
LGEA Fund						
General Obligation Bond Fund						
Blank Fund						
Total Transfers Out	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

Reason for transfers:

To move resources from and to the general fund and other funds, for budgetary purposes, to the funds that will expend them. *(Change reason as necessary)*

Note 4. Agency Trust Funds – delete if not needed

Agency trust funds report only those resources held in a trust or custodial capacity for individuals, private organizations, or other governments.

The fiscal court has the following agency trust fund(s):

Jail Inmate Fund - This fund accounts for funds received from the inmates. The balance in the jail inmate fund as of June 30, 20XX, was \$0.

Planning and Zoning Bond Escrow Fund - This fund accounts for funds received from contractors and held until a project is finished. The balance in the planning and zoning bond escrow fund as of June 30, 20XX, was \$0.

County Police Seized Funds Fund - This fund accounts for funds seized by the _____ County Police and held until the court system issues orders on what to do with the funds. The balance in the county police seized funds fund as of June 30, 20XX, was \$0.

(Add any that may be needed or remove any not needed)

Note 5. Private Purpose Trust Funds – delete if not needed

Private-purpose trust funds are used to report all trust arrangements under which principal and income benefit individuals, private organizations, or other governments.

The fiscal court has the following private purpose trust fund(s):

Add trust name & description

COUNTY
NOTES TO FINANCIAL STATEMENT
June 30, 20XX
(Continued)

Note 5. Land Held For Resale

(Delete if not necessary)

Note 6. Short-term Receivable

(Delete if not necessary)

Note 7. Short-term Debt

A.

B. Changes In Short-term Debt

Short-term Debt activity for the year ended June 30, 20XX, was as follows:

Add table from short-term tab in <Z-12A> (or delete note)

Note 8. Long-term Debt

A. General Obligation Bonds, Series 2002-Fiscal Court Building

(and Notes Receivable if necessary)

COUNTY
NOTES TO FINANCIAL STATEMENT
June 30, 20XX
(Continued)

Note 8. Long-term Debt (Continued)

B. Changes In Long-term Debt

Long-term Debt activity for the year ended June 30, 20XX, was as follows:

	Beginning Balance	Additions	Reductions	Ending Balance	Due Within One Year
General Obligation Bonds	\$	\$	\$	\$	\$
General Obligation Notes					
Revenue Bonds					
Financing Obligations					
Total Long-term Debt	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>

Note 9. Commitments and Contingencies – Delete if not needed

The county is involved in multiple lawsuits that arose from the normal course of doing business. While individually they may not be significant, in the aggregate they could negatively impact the county's financial position. Due to the uncertainty of the litigation, a reasonable estimate of the financial impact on the county cannot be made at this time.

Note 10. Commitment Debt (Add commitment debt, delete if not necessary)

Include commitment debt. Debt the county may have to pay off/ is paying for others (joint jail), because the entity does not have the funds or FC is paying some and another FC is paying some (talk to manager or QA manager if you have any questions) This would not include debt that is in the fiscal court's name and another entity is actually making the payments on the fiscal court's behalf.

Note 11. Employee Retirement System

Delete Green from this note if no hazardous duty retirement employees.

The fiscal court 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.

The county's contribution for fiscal year 20XX was \$, fiscal year 20XX was \$, and fiscal year 20XX was \$.

Nonhazardous

Nonhazardous covered employees are required to contribute 5 percent of their salary to the plan. Nonhazardous covered employees who begin participation on or after September 1, 2008, are required to contribute 6 percent of their salary to be allocated as follows: 5 percent will go to the member's account and 1 percent will go to the KRS insurance fund.

COUNTY
NOTES TO FINANCIAL STATEMENT
June 30, 20XX
(Continued)

Note 11. Employee Retirement System (Continued)

Nonhazardous (Continued)

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 5 percent of their annual creditable compensation. Nonhazardous members also contribute 1 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 4 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 21.48 percent.

Hazardous

Hazardous covered employees are required to contribute 8 percent of their salary to the plan. Hazardous covered employees who begin participation on or after September 1, 2008, are required to contribute 9 percent of their salary to be allocated as follows: 8 percent will go to the member's account and 1 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. Hazardous members contribute 8 percent of their annual creditable compensation and also contribute 1 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 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 hazardous member's account is credited with a 7.5 percent employer pay credit. The employer pay credit represents a portion of the employer contribution.

Aspects of benefits for hazardous employees include retirement after 20 years of service or age 55. For hazardous employees who begin participation on or after September 1, 2008, aspects of benefits include retirement after 25 years of service or the member is age 60, with a minimum of 60 months of service credit.

The county's contribution rate for hazardous employees was 35.34 percent.

COUNTY
NOTES TO FINANCIAL STATEMENT
June 30, 20XX
(Continued)

Note 11. Employee Retirement System (Continued)

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%

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.

Hazardous employees whose participation began on or after July 1, 2003, earn 15 dollars per month for insurance benefits at retirement for every year of earned service without regard to a maximum dollar amount. Upon the death of a hazardous employee, the employee's spouse receives ten dollars per month for insurance benefits for each year of the deceased employee's hazardous service. 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 161.714 with exception of COLA and retiree health benefits after July 2003.

A. 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 161.714 with exception of COLA and retiree health benefits after July 2003. Tier 3 members are not covered by the same provisions.

COUNTY
NOTES TO FINANCIAL STATEMENT
June 30, 20XX
(Continued)

Note 11. Employee Retirement System (Continued)

Other Post-Employment Benefits (OPEB) (Continued)

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

Once members reach a minimum vesting period of 15 years, they earn fifteen 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. Upon the death of a hazardous employee, the employee's spouse receives ten dollars per month for insurance benefits for each year of the deceased employee's hazardous service. 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 COLA since July 2003 when the law changed. The annual increase is cumulative and continues to accrue after the member's retirement.

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.

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.

COUNTY
NOTES TO FINANCIAL STATEMENT
June 30, 20XX
(Continued)

Note 12. Deferred Compensation

The _____ County Fiscal Court voted to allow all eligible employees to participate in deferred compensation plans administered by the Kentucky Public Employees' Deferred Compensation Authority. The Kentucky Public Employees' Deferred Compensation Authority is authorized under KRS 18A.230 to 18A.275 to provide administration of tax sheltered supplemental retirement plans for all state, public school and university employees, and employees of local political subdivisions that have elected to participate.

These deferred compensation plans permit all full time employees to defer a portion of their salary until future years. The deferred compensation is not available to employees until termination, retirement, death, or unforeseeable emergency. Participation by eligible employees in the deferred compensation plans is voluntary.

Historical trend information showing the Kentucky Public Employees' Deferred Compensation Authority's progress in accumulating sufficient assets to pay benefits when due is presented in the Kentucky Public Employees' Deferred Compensation Authority's annual financial report. This report may be obtained by writing the Kentucky Public Employees' Deferred Compensation Authority at 101 Sea Hero Road, Suite 110, Frankfort, KY 40601-8862, or by telephone at (502) 573-7925.

Note 13. Health Reimbursement Account/Flexible Spending Account

The _____ County Fiscal Court, in Fiscal Court Order No. __ established a flexible spending account on _____ to provide employees an additional health benefit. The county has contracted with a third-party administrator to administer the plan. The plan provides _____. Employees may also contribute additional pre-tax funds through payroll deduction. The balance of the plan is \$_____. (Change as necessary)

Note 14. Insurance

For the fiscal year ended June 30, 20XX, the _____ County Fiscal Court was a member of the Kentucky Association of Counties' All Lines Fund (KALF). KALF is a self-insurance fund and was organized to obtain lower cost coverage for general liability, property damage, public officials' errors and omissions, public liability, and other damages. The basic nature of a self-insurance program is that of collectively shared risk by its members. If losses incurred for covered claims exceed the resources contributed by the members, the members are responsible for payment of the excess losses.

Note 15. Subsequent Events
(Delete if not necessary)

Note 16. Related Party Transactions
(Delete if not necessary)

Note 17. Payroll Revolving Account

The reconciled balance of the payroll revolving account as of June 30, 20XX, was added to the general fund cash balance for financial reporting purposes. (See guidance in the payroll addendum for note disclosure, comments, F/S presentation)

COUNTY
NOTES TO FINANCIAL STATEMENT
June 30, 20XX
(Continued)

Note 18. Conduit Debt

From time to time, the county has issued (bonds, notes, etc) to provide financial assistance to (xyz industrial authority, etc) for the acquisition and construction of industrial and commercial facilities deemed to be in the public interest, in accordance with KRS 103.210. This debt may take the form of certain types of limited-obligation revenue bonds, certificates of participation, or similar debt instruments. Although conduit debt obligations bear the ___ County Fiscal Court's name as issuer, the fiscal court has no obligation for such debt beyond the resources provided by a lease or loan with the third party on whose behalf it is issued. Neither the fiscal court nor any political subdivision thereof is obligated in any manner for repayment of the bonds. Accordingly, the bonds are not reported as liabilities in the accompanying financial statement. As of June 30, 20XX, conduit debt has been issued but the amount currently outstanding is not reasonably determinable.

DO NOT INCLUDE AMOUNTS UNLESS THEY HAVE BEEN AUDITED
 (Delete if not necessary) (Change as necessary)

Note 19. Tax Abatement(s)

The ___ tax (include name of tax such as property tax) was abated under the authority of _____ (include authority which tax abatement was provided). The _____ is eligible to receive this tax abatement due to _____ (include criteria that recipient is eligible to receive tax abatement). The taxes are abated by _____ (provide mechanism by which taxes are abated such as reduction of assessed value). Recapture of abated taxes can occur by _____ (include provisions for recapturing abated taxes). _____ (include name of tax abatement recipient) made the following commitment(s) _____ (include information regarding the type of commitment(s) made by tax abatement recipient). For fiscal year ended June 30, 20XX, ___ abated ___ taxes (name of tax) totaling \$ _____ (include gross dollar amount on accrual basis). As part of the tax abatement agreement, the ___ County Fiscal Court (or replace with other government) committed to _____ (include info regarding commitment made by government).

If applicable, tax abatement agreements of other governments (such as a city) These would be agreements entered into by other governments that reduce the fiscal court's tax revenues.

The _____ (include name of government(s) that entered into the agreements) entered into a tax abatement agreement to abate _____ taxes (include name of taxes abated). For fiscal year ended June 30, 20XX, the amount of taxes abated was \$ _____ (include gross dollar amount of taxes abated).

_____ County Fiscal Court had additional tax abatement programs which did not meet a reporting threshold of \$ _____ (documented in work papers) that was established by the county. In aggregate, the amount was less than \$ _____ (quantify and support in work papers) for the fiscal year ending June 30, 20XX.

Note 20. Prior Period Adjustments
(Delete if not necessary)

_____ COUNTY
BUDGETARY COMPARISON SCHEDULES
Supplementary Information - Regulatory Basis

For The Year Ended June 30, 20XX

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_____ COUNTY
BUDGETARY COMPARISON SCHEDULES
Supplementary Information - Regulatory Basis

For The Year Ended June 30, 20XX

	GENERAL FUND			
	Budgeted Amounts		Actual Amounts, (Budgetary Basis)	Variance with Final Budget Positive (Negative)
	Original	Final		
RECEIPTS				
Taxes	\$	\$	\$	\$
In Lieu Tax Payments				
Excess Fees				
Licenses and Permits				
Intergovernmental				
Charges for Services				
Miscellaneous				
Interest				
Total Receipts				
DISBURSEMENTS				
General Government				
Protection to Persons and Property				
General Health and Sanitation				
Social Services				
Recreation and Culture				
Transportation Facilities and Services				
Roads				
Airports				
Bus Services				
Other Transportation Facilities and Services				
Road Facilities				
Debt Service				
Capital Projects				
Administration				
Total Disbursements				
Excess (Deficiency) of Receipts Over Disbursements Before Other Adjustments to Cash (Uses)				
Other Adjustments to Cash (Uses)				
Financing Obligation Proceeds				
Transfers From Other Funds				
Transfers To Other Funds				
Total Other Adjustments to Cash (Uses)				
Net Change in Fund Balance				
Fund Balance - Beginning				
Fund Balance - Ending	\$ 0	\$ 0	\$ 0	\$ 0

COUNTY
BUDGETARY COMPARISON SCHEDULES
Supplementary Information - Regulatory Basis
For The Year Ended June 30, 20XX
(Continued)

	ROAD FUND			
	Budgeted Amounts		Actual Amounts, (Budgetary Basis)	Variance with Final Budget Positive (Negative)
	Original	Final		
RECEIPTS				
Taxes	\$	\$	\$	\$
In Lieu Tax Payments				
Excess Fees				
Licenses and Permits				
Intergovernmental				
Charges for Services				
Miscellaneous				
Interest				
Total Receipts				
DISBURSEMENTS				
General Government				
Protection to Persons and Property				
General Health and Sanitation				
Social Services				
Recreation and Culture				
Transportation Facilities and Services				
Roads				
Airports				
Bus Services				
Other Transportation Facilities and Services				
Road Facilities				
Debt Service				
Capital Projects				
Administration				
Total Disbursements				
Excess (Deficiency) of Receipts Over Disbursements Before Other Adjustments to Cash (Uses)				
Other Adjustments to Cash (Uses)				
Financing Obligation Proceeds				
Transfers From Other Funds				
Transfers To Other Funds				
Total Other Adjustments to Cash (Uses)				
Net Change in Fund Balance				
Fund Balance - Beginning				
Fund Balance - Ending	\$ 0	\$ 0	\$ 0	\$ 0

COUNTY
BUDGETARY COMPARISON SCHEDULES
Supplementary Information - Regulatory Basis
For The Year Ended June 30, 20XX
(Continued)

	JAIL FUND			
	Budgeted Amounts		Actual Amounts, (Budgetary Basis)	Variance with Final Budget Positive (Negative)
	Original	Final		
RECEIPTS				
Taxes	\$	\$	\$	\$
In Lieu Tax Payments				
Excess Fees				
Licenses and Permits				
Intergovernmental				
Charges for Services				
Miscellaneous				
Interest				
Total Receipts				
DISBURSEMENTS				
General Government				
Protection to Persons and Property				
General Health and Sanitation				
Social Services				
Recreation and Culture				
Transportation Facilities and Services				
Roads				
Airports				
Bus Services				
Other Transportation Facilities and Services				
Road Facilities				
Debt Service				
Capital Projects				
Administration				
Total Disbursements				
Excess (Deficiency) of Receipts Over Disbursements Before Other Adjustments to Cash (Uses)				
Other Adjustments to Cash (Uses)				
Financing Obligation Proceeds				
Transfers From Other Funds				
Transfers To Other Funds				
Total Other Adjustments to Cash (Uses)				
Net Change in Fund Balance				
Fund Balance - Beginning				
Fund Balance - Ending	\$ 0	\$ 0	\$ 0	\$ 0

COUNTY
BUDGETARY COMPARISON SCHEDULES
Supplementary Information - Regulatory Basis
For The Year Ended June 30, 20XX
(Continued)

LOCAL GOVERNMENT ECONOMIC ASSISTANCE FUND

	<u>Budgeted Amounts</u>		Actual Amounts, (Budgetary Basis)	Variance with Final Budget Positive (Negative)
	<u>Original</u>	<u>Final</u>		
RECEIPTS				
Taxes	\$	\$	\$	\$
In Lieu Tax Payments				
Excess Fees				
Licenses and Permits				
Intergovernmental				
Charges for Services				
Miscellaneous				
Interest				
Total Receipts	<u> </u>	<u> </u>	<u> </u>	<u> </u>
DISBURSEMENTS				
General Government				
Protection to Persons and Property				
General Health and Sanitation				
Social Services				
Recreation and Culture				
Transportation Facilities and Services				
Roads				
Airports				
Bus Services				
Other Transportation Facilities and Services				
Road Facilities				
Debt Service				
Capital Projects				
Administration				
Total Disbursements	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Excess (Deficiency) of Receipts Over Disbursements Before Other Adjustments to Cash (Uses)	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Other Adjustments to Cash (Uses)				
Financing Obligation Proceeds				
Transfers From Other Funds				
Transfers To Other Funds				
Total Other Adjustments to Cash (Uses)	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Net Change in Fund Balance				
Fund Balance - Beginning	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Fund Balance - Ending	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>

COUNTY
BUDGETARY COMPARISON SCHEDULES
Supplementary Information - Regulatory Basis
For The Year Ended June 30, 20XX
(Continued)

BLANK 1 FUND				
	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts, (Budgetary Basis)	Final Budget Positive (Negative)
RECEIPTS				
Taxes	\$	\$	\$	\$
In Lieu Tax Payments				
Excess Fees				
Licenses and Permits				
Intergovernmental				
Charges for Services				
Miscellaneous				
Interest				
Total Receipts				
DISBURSEMENTS				
General Government				
Protection to Persons and Property				
General Health and Sanitation				
Social Services				
Recreation and Culture				
Transportation Facilities and Services				
Roads				
Airports				
Bus Services				
Other Transportation Facilities and Services				
Road Facilities				
Debt Service				
Capital Projects				
Administration				
Total Disbursements				
Excess (Deficiency) of Receipts Over				
Disbursements Before Other				
Adjustments to Cash (Uses)				
Other Adjustments to Cash (Uses)				
Financing Obligation Proceeds				
Transfers From Other Funds				
Transfers To Other Funds				
Total Other Adjustments to Cash (Uses)				
Net Change in Fund Balance				
Fund Balance - Beginning				
Fund Balance - Ending	\$ 0	\$ 0	\$ 0	\$ 0

COUNTY
BUDGETARY COMPARISON SCHEDULES
Supplementary Information - Regulatory Basis
For The Year Ended June 30, 20XX
(Continued)

	BLANK 2 FUND			
	Budgeted Amounts		Actual Amounts, (Budgetary Basis)	Variance with Final Budget Positive (Negative)
	Original	Final		
RECEIPTS				
Taxes	\$	\$	\$	\$
In Lieu Tax Payments				
Excess Fees				
Licenses and Permits				
Intergovernmental				
Charges for Services				
Miscellaneous				
Interest				
Total Receipts				
DISBURSEMENTS				
General Government				
Protection to Persons and Property				
General Health and Sanitation				
Social Services				
Recreation and Culture				
Transportation Facility and Services				
Roads				
Airports				
Bus Services				
Other Transportation Facilities and Services				
Road Facilities				
Debt Service				
Capital Projects				
Administration				
Total Disbursements				
Excess (Deficiency) of Receipts Over Disbursements Before Other Adjustments to Cash (Uses)				
Other Adjustments to Cash (Uses)				
Financing Obligation Proceeds				
Transfers From Other Funds				
Transfers To Other Funds				
Total Other Adjustments to Cash (Uses)				
Net Change in Fund Balance				
Fund Balance - Beginning				
Fund Balance - Ending	\$ 0	\$ 0	\$ 0	\$ 0

COUNTY
BUDGETARY COMPARISON SCHEDULES
Supplementary Information - Regulatory Basis
For The Year Ended June 30, 20XX
(Continued)

BLANK 3 FUND				
	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts, (Budgetary Basis)	Final Budget Positive (Negative)
RECEIPTS				
Taxes	\$	\$	\$	\$
In Lieu Tax Payments				
Excess Fees				
Licenses and Permits				
Intergovernmental				
Charges for Services				
Miscellaneous				
Interest				
Total Receipts				
DISBURSEMENTS				
General Government				
Protection to Persons and Property				
General Health and Sanitation				
Social Services				
Recreation and Culture				
Transportation Facility and Services				
Roads				
Airports				
Bus Services				
Other Transportation Facilities and Services				
Road Facilities				
Debt Service				
Capital Projects				
Administration				
Total Disbursements				
Excess (Deficiency) of Receipts Over				
Disbursements Before Other				
Adjustments to Cash (Uses)				
Other Adjustments to Cash (Uses)				
Financing Obligation Proceeds				
Transfers From Other Funds				
Transfers To Other Funds				
Total Other Adjustments to Cash (Uses)				
Net Change in Fund Balance				
Fund Balance - Beginning				
Fund Balance - Ending	\$ 0	\$ 0	\$ 0	\$ 0

_____ COUNTY
BUDGETARY COMPARISON SCHEDULES
Supplementary Information - Regulatory Basis
For The Year Ended June 30, 20XX
(Continued)

BLANK 4 FUND				
	Budgeted Amounts		Actual Amounts, (Budgetary Basis)	Variance with Final Budget Positive (Negative)
	Original	Final		
RECEIPTS				
Taxes	\$	\$	\$	\$
In Lieu Tax Payments				
Excess Fees				
Licenses and Permits				
Intergovernmental				
Charges for Services				
Miscellaneous				
Interest				
Total Receipts				
DISBURSEMENTS				
General Government				
Protection to Persons and Property				
General Health and Sanitation				
Social Services				
Recreation and Culture				
Transportation Facility and Services				
Roads				
Airports				
Bus Services				
Other Transportation Facilities and Services				
Road Facilities				
Debt Service				
Capital Projects				
Administration				
Total Disbursements				
Excess (Deficiency) of Receipts Over Disbursements Before Other Adjustments to Cash (Uses)				
Other Adjustments to Cash (Uses)				
Financing Obligation Proceeds				
Transfers From Other Funds				
Transfers To Other Funds				
Total Other Adjustments to Cash (Uses)				
Net Change in Fund Balance				
Fund Balance - Beginning				
Fund Balance - Ending	\$ 0	\$ 0	\$ 0	\$ 0

_____ COUNTY
**NOTES TO REGULATORY SUPPLEMENTARY
 INFORMATION - BUDGETARY COMPARISON SCHEDULES**

June 30, 20XX

Note 1. Budgetary Information

Annual budgets are adopted on a regulatory basis of accounting which is a basis of accounting other than accounting principles generally accepted in the United States of America (GAAP) as established by the Governmental Accounting Standards Board and according to the laws of Kentucky as required by the state local finance officer.

The county judge/executive is required to submit estimated receipts and proposed disbursements to the fiscal court by May 1 of each year. The budget is prepared by fund, function, and activity and is required to be adopted by the fiscal court by July 1.

The fiscal court may change the original budget by transferring appropriations at the activity level; however, the fiscal court may not increase the total budget without approval by the state local finance officer. Disbursements may not exceed budgeted appropriations at the activity level.

**Note 2. Reconciliation of the General Fund (if necessary)
 USE A SCHEDULE IF THE RECONCILIATION IS COMPLICATED**

The Statement of Receipts, Disbursements, and Changes in Fund Balances - Regulatory Basis differs from the Budgetary Comparison Schedule for the general fund for in intergovernmental receipts and debt service by \$36,700 due to payments by the Administrative Office of the Courts directly to the trustee for debt service.

**Note 3. Excess of Disbursements Over Appropriations (if necessary) MAKE SURE YOU HAVE AN
 AUDIT COMMENT (exit if under ISI; report if over ISI) IF THEY HAVE OVERSPENT ANY LINE
 ITEM**

General fund general government (line item overspent) exceeded budgeted appropriations by \$_____.

(Delete/change above if necessary)

_____ COUNTY
SCHEDULE OF CAPITAL ASSETS
Supplementary Information - Regulatory Basis

For The Year Ended June 30, 20XX

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COUNTY
SCHEDULE OF CAPITAL ASSETS
Supplementary Information - Regulatory Basis

For The Year Ended June 30, 20XX

The fiscal court reports the following Schedule of Capital Assets:

	Beginning Balance	Additions	Deletions	Ending Balance
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Land and Land Improvements	\$	\$	\$	\$
Construction In Progress				
Buildings				
Land and Building Improvements				
Vehicles				
Equipment				
Infrastructure				
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total Capital Assets	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>

_____ COUNTY
**NOTES TO REGULATORY SUPPLEMENTARY
 INFORMATION - SCHEDULE OF CAPITAL ASSETS**

June 30, 20XX

Note 1. Capital Assets

Capital assets, which include land, land improvements, buildings, furniture and office equipment, building improvements, machinery, equipment, and infrastructure assets (roads and bridges) that have a useful life of more than one reporting period based on the government's capitalization policy, are reported as other information. Such assets are recorded at historical cost or estimated historical cost when purchased or constructed.

	Capitalization Threshold	Useful Life (Years)
Land Improvements		
Buildings and Building Improvements		
Equipment		
Vehicles		
Infrastructure		

(Please make the categories above consistent with categories per the county's capitalization policy and the preceding Schedule of Capital Assets)

Note 2. Prior Period Adjustment (or) Beginning Balance Restatement (Delete if not needed)

The beginning balances of land, vehicles, and equipment were increased by \$500, \$1000, and \$1,500, respectively due to errors and omissions in the prior year. (state the reason).

You could also include a chart if you prefer. For example:

The capital asset schedule has been adjusted for the following:

	Vehicles
Ending Balance Prior Year	\$ 1,148,625
Adjustments:	
Omission of Prior Year Deletions	(21,000)
Beginning Balance - Restated	\$ 1,127,625

_____ COUNTY
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

For The Year Ended June 30, 20XX

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_____ COUNTY
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

For The Year Ended June 30, 20XX

Federal Grantor/Pass-Through Grantor/ Program or Cluster Title	Federal CFDA Number	Pass-Through Entity's Identifying Number	Provided to Subrecipient	Total Federal Expenditures
<u>U. S. Department of _____</u>				
<i>Direct Program</i>				
Program Name (per CFDA)	#	#	\$ -	\$ -
Total U.S. Department of _____			<u>-</u>	<u>-</u>
<u>U. S. Department of _____</u>				
<i>Passed-Through State Department _____</i>				
Program Name (per CFDA)	#	#	\$ -	\$ -
Total U.S. Department of _____			<u>-</u>	<u>-</u>
<u>U. S. Department of _____</u>				
<i>Passed-Through State Department _____</i>				
Program Name (per CFDA)	#	#	\$ -	\$ -
Total U.S. Department of _____			<u>-</u>	<u>-</u>
<u>U. S. Department of _____</u>				
<i>Passed-Through State _____ Cabinet:</i>				
Program Name (per CFDA)	#	#	\$ -	\$ -
Total U.S. Department of _____			<u>-</u>	<u>-</u>
<u>U. S. Department of _____</u>				
<i>Passed-Through State Department of _____-ARRA:</i>				
Program Name (per CFDA)	#	#	\$ -	\$ -
Total U.S. Department of _____			<u>-</u>	<u>-</u>
Non-Cash Expenditures				
<u>U.S. Department of _____</u>				
			\$ -	\$ -
Total U.S. Department of _____			<u>-</u>	<u>-</u>
Total Expenditures of Federal Awards			<u>\$ 0</u>	<u>\$ 0</u>

The accompanying notes are an integral part of this schedule

**2019 BINDER UPDATES COUNTY
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
For The Year Ended June 30, 2019
(Continued)**

The accompanying notes are an integral part of this schedule

COUNTY
NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

June 30, 20XX

Note 1. Basis of Presentation

The accompanying Schedule of Expenditures of Federal Awards (Schedule) includes the federal award activity of _____ County, Kentucky under programs of the federal government for the year ended June 30, 20XX. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of _____ County, Kentucky, it is not intended to and does not present the financial position, changes in net assets, or cash flows of _____ County, Kentucky.

Note 2. Summary of Significant Accounting Policies

Expenditures reported on the Schedule are reported on the basis of the accounting practices prescribed or permitted by the Department for Local Government 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. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Negative amounts shown on the Schedule represent adjustments or credits made in the normal course of business to amounts reported as expenditures in prior years.

Note 3. Indirect Cost Rate (Per Uniform Guidance, this note stays in, even if no indirect cost plan)

_____ County **has not adopted an indirect cost rate or has elected to use the 10 percent de minimis indirect cost rate allowed under the Uniform Guidance. (choose one)**

Note 4. _____ Loan Programs (Remove if no loans)

The _____ loan programs listed subsequently are administered directly by the _____ County Fiscal Court, and balances and transactions relating to these programs are included in the _____ County Fiscal Court's financial statements. Loans outstanding at the beginning of the year and loans made during the year are included in the federal expenditures presented in the Schedule. The balance of loans outstanding at June 30, 20XX, consists of:

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

Use one of the following 3 Letters and Delete the 2 you do not use

**(No Material Weaknesses Identified, No Significant Deficiencies Identified, No Reportable Instances of
Noncompliance or Other Matters Identified)**

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MIKE HARMON
AUDITOR OF PUBLIC ACCOUNTS

The Honorable _____, _____ County Judge/Executive
Members of the _____ 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 Changes in Fund Balances - Regulatory Basis of the _____ County Fiscal Court for the fiscal year ended June 30, 20XX, and the related notes to the financial statement which collectively comprise the _____ County Fiscal Court's financial statement and have issued our report thereon dated (FW).

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statement, we considered the _____ County Fiscal Court's internal control over financial reporting (internal control) to determine 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 _____ County Fiscal Court's internal control. Accordingly, we do not express an opinion on the effectiveness of the _____ County Fiscal Court'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 statement 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 over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control over financial reporting 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
Statement Performed In Accordance With *Government Auditing Standards*
(Continued)

Compliance And Other Matters

As part of obtaining reasonable assurance about whether the _____ County Fiscal Court'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 determination of financial statement amounts. 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,

Mike Harmon
Auditor of Public Accounts

(FW - Insert EOF/Report Date in Binder Properties)

**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***

**(No Material Weaknesses Identified; Significant Deficiencies and Reportable Instances of Noncompliance, and
Other Matters Identified)**

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MIKE HARMON
AUDITOR OF PUBLIC ACCOUNTS

The Honorable FY19 Binder Update, 2019 Binder Updates County Judge/Executive
Members of the 2019 Binder Updates 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 Changes in Fund Balances - Regulatory Basis of the _____ County Fiscal Court for the fiscal year ended June 30, 20XX, and the related notes to the financial statement which collectively comprise the _____ County Fiscal Court's financial statement and have issued our report thereon dated (FW).

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statement, we considered the _____ County Fiscal Court's internal control over financial reporting (internal control) to determine the 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 _____ County Fiscal Court's internal control. Accordingly, we do not express an opinion on the effectiveness of the _____ County Fiscal Court'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 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. *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 over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies, and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified. We identified certain deficiencies in internal control, which are described in the accompanying Schedule of Findings and Responses *or Schedule of Findings and Questioned Costs* that we consider to be (a) significant deficiency(ies) as item(s) [List the reference numbers of the related findings, for example, 20XX-001, 20XX-003, and 20XX-004].



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)

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the _____ County Fiscal Court'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 determination of financial statement amounts. 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 **(an)** instance(s) of noncompliance or other matters that **(is)** are required to be reported under *Government Auditing Standards* and which **(is)** are described in the accompanying Schedule of Findings and Responses *or* Schedule of Findings and Questioned Costs as item(s) [List the reference numbers of the related findings, for example, 20XX-001, 20XX-003, and 20XX-004].

(Or replace last sentence with the following) The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

(If the County Judge/Executive has responded to any comments, include this paragraph)

Views of Responsible Official(s) and Planned Corrective Action

_____ County's views and planned corrective action for the findings identified in our audit are included in the accompanying Schedule of Findings and Responses **(or Schedule of Findings and Questioned Costs)**. The county'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,

Mike Harmon
 Auditor of Public Accounts

(FW - Insert EOF/Report Date in Binder Properties)

**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***

**(Material Weaknesses and Significant Deficiencies and Reportable Instances of Noncompliance, and
Other Matters Identified)**

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MIKE HARMON
AUDITOR OF PUBLIC ACCOUNTS

The Honorable FY19 Binder Update, 2019 Binder Updates County Judge/Executive
Members of the 2019 Binder Updates 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 Changes in Fund Balances - Regulatory Basis of the _____ County Fiscal Court for the fiscal year ended June 30, 20XX, and the related notes to the financial statement which collectively comprise the _____ County Fiscal Court's financial statement and have issued our report thereon dated (FW).

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statement, we considered the _____ County Fiscal Court's internal control over financial reporting (internal control) to determine the 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 _____ County Fiscal Court's internal control. Accordingly, we do not express an opinion on the effectiveness of the _____ County Fiscal Court's internal control.

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control over financial reporting 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 *or Schedule of Findings and Questioned Costs*, we identified (a) certain deficiency(ies) in internal control that we consider to be (a) material weakness(es) [*and another/other deficiency(ies) that we consider to be (a) significant deficiency(ies)*].

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 deficiency(ies) described in the accompanying Schedule of Findings and Responses *or Schedule of Findings and Questioned Costs* as item(s) [*List the reference numbers of the related findings, for example, 20XX-001, 20XX-003, and 20XX-004*] to be (a) material weakness(es).



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)

If you do not have significant deficiencies, delete paragraph

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 deficiency(ies) described in the accompanying Schedule of Findings and Responses *or Schedule of Findings and Questioned Costs* as item(s) [List the reference numbers of the related findings, for example, 20XX-002 and 20XX-005] to be (a) significant deficiency(ies).

Compliance And Other Matters

As part of obtaining reasonable assurance about whether the _____ County Fiscal Court'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 determination of financial statement amounts. 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 (an) instance(s) of noncompliance or other matters that (is) are required to be reported under *Government Auditing Standards* and which (is) are described in the accompanying Schedule of Findings and Responses *or Schedule of Findings and Questioned Costs* as item(s) [List the reference numbers of the related findings, for example, 20XX-001, 20XX-003, and 20XX-004].

(Or replace last sentence with the following) The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

(If the County Judge/Executive has responded to any comments, include this paragraph)

Views of Responsible Official(s) and Planned Corrective Action

_____ County's views and planned corrective action for the findings identified in our audit are included in the accompanying Schedule of Findings and Responses (*or Schedule of Findings and Questioned Costs*). The county'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,

Mike Harmon
Auditor of Public Accounts

(FW - Insert EOF/Report Date in Binder Properties)

**REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM
AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE
IN ACCORDANCE WITH UNIFORM GUIDANCE**

(Unmodified Opinion on Compliance for Each Major Federal Program; No Reportable Audit Findings of Noncompliance; No Material Weaknesses or Significant Deficiencies in Internal Control over Compliance Identified)
See S-66 tab for versions of this letter with findings, qualified opinion, material weakness or significant deficiencies

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MIKE HARMON
AUDITOR OF PUBLIC ACCOUNTS

The Honorable _____, _____ County Judge/Executive
Members of the _____ County Fiscal Court

Report On Compliance For Each Major Federal Program
And Report On Internal Control Over Compliance
In Accordance With Uniform Guidance

Independent Auditor's Report

Report on Compliance for Each Major Federal Program

We have audited the _____ County Fiscal Court's compliance with the types of compliance requirements described in the U.S. *Office of Management and Budget (OMB) Compliance Supplement* that could have a direct and material effect on each of the _____ County Fiscal Court's major federal programs for the year ended June 30, 20XX. The _____ County Fiscal Court's major federal programs are identified in the Summary of Auditor's Results section of the accompanying Schedule of Findings and Questioned Costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the _____ County Fiscal Court's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance 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 requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the _____ County Fiscal Court's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination on the _____ County Fiscal Court's compliance.



Report On Compliance For Each Major Federal Program
And Report On Internal Control Over Compliance
In Accordance With Uniform Guidance
(Continued)

Opinion on Each Major Federal Program

In our opinion, the _____ County Fiscal Court complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 20XX.

Report on Internal Control over Compliance

Management of the _____ County Fiscal Court is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the _____ County Fiscal Court's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the _____ County Fiscal Court's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

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

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the result of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Respectfully submitted,

Mike Harmon
Auditor of Public Accounts

(FW - Insert EOF/Report Date in Binder Properties)

_____ COUNTY
SCHEDULE OF FINDINGS AND QUESTIONED COSTS

For The Year Ended June 30, 20XX

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_____ COUNTY
SCHEDULE OF FINDINGS AND QUESTIONED COSTS

For The Year Ended June 30, 20XX

See S-62 for comprehensive guidance; remember to delete all red guidance herein

Section I: Summary of Auditor's Results

Financial Statement

Type of report auditor issued: Adverse on GAAP and Unmodified on Regulatory Basis

[unmodified, qualified, adverse, or disclaimer (if there are different opinions for various opinion units, indicate the type of report for each opinion unit)]

Internal control over financial reporting:

Are any material weaknesses identified?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are any significant deficiencies identified?	<input type="checkbox"/> Yes	<input type="checkbox"/> None Reported
Are any noncompliances material to financial statements noted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Federal Awards

Internal control over major programs:

Are any material weaknesses identified?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are any significant deficiencies identified?	<input type="checkbox"/> Yes	<input type="checkbox"/> None Reported
Type of auditor's report issued on compliance for major federal programs <i>[unmodified, qualified, adverse, or disclaimer]</i> :		
Are any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Identification of major programs:

<u>CFDA Number</u>	<u>Name of Federal Program or Cluster</u>

Dollar threshold used to distinguish between Type A and Type B programs: Auditee qualified as a low-risk auditee?	\$ _____ <input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
--	--	--

____ COUNTY
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
For The Year Ended June 30, 20XX
(Continued)

Section II: Financial Statement Findings

State Laws And Regulations

20XX-001 The

(For all findings(State Laws and Regulations, Internal Control Material Weaknesses and Internal Control Significant Deficiencies): Copy in body from RCW/RNI – However, DO NOT include the headings (Condition and Context, Effect.....)Put the finding(s) in paragraph form.

(The following headings/information should follow each finding (State Laws and Regulations, Internal Control Material Weaknesses and Internal Control Significant Deficiencies):

Views of Responsible Official and Planned Corrective Action:

Copy in the county's response from the Views of Responsible Officials and Management's Corrective Action Plan form)

NOTE – IF SINGLE AUDIT, OFFICIAL'S RESPONSES (Corrective Action Plans) MUST BE ON LETTERHEAD FOR ALL FINDINGS.

Auditor's Reply:

(If Applicable)

Internal Control - Material Weaknesses

Views of Responsible Official and Planned Corrective Action:

County Judge/Executive's Response: (Use this if the jailer also responded. If only the J/E responds, you don't need to include this.)

(Same as above)

Internal Control - Significant Deficiencies

Views of Responsible Official and Planned Corrective Action:

(Same as above)

COUNTY
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
For The Year Ended June 30, 20XX
(Continued)

Section III: Federal Award Findings And Questioned Costs

20XX-001 The

Federal Program: CFDA (Put in CFDA title and number)

Award Number and Year:

Name of Federal Agency and Pass-Through Agency:

Compliance Requirements:

Type of Finding:

Amount of Questioned Costs:

If finding causes modified opinion add here

(For all federal findings: Copy in body from RCW/RNI – However, DO NOT include the headings (Condition and Context, Effect.....)Put the finding(s) in paragraph form.

The county’s Corrective Action Plan MUST be on the county’s letterhead for Single Audits.

Identification of Questioned Costs and How Computed:

Repeat Finding: Repeat finding of 20XX-001.

Views of Responsible Official and Planned Corrective Action:

(Same as above)

Section IV: Summary Schedule of Prior Audit Findings (All PY Report findings)

Auditor follow-up work should document accuracy of the findings disposition. See CFR 200.511 for guidance on audit finding follow-up.

Finding Number	Prior Year Finding Title	Status	Corrective Action
2018-001	The Example County Fiscal Court Did Not Have Sufficient Internal Controls Over Capital Asset	Unresolved	See corrective action for currenty year finding 2019-

Note: This schedule information should be prepared by the auditee. See form in single audit section.

If results of current year audit procedures disclosed that the summary schedule of prior audit findings prepared by the auditee materially misrepresents the status of any prior audit finding consult with your manager. This should result in a current year finding in the schedule of findings and questioned costs.

COUNTY
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
For The Year Ended June 30, 20XX
(Continued)

_____ COUNTY
SCHEDULE OF FINDINGS AND RESPONSES

For The Year Ended June 30, 20XX

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_____ COUNTY
SCHEDULE OF FINDINGS AND RESPONSES

For The Year Ended June 30, 20XX

STATE LAWS AND REGULATIONS:

20XX-001 The

(For all findings (State Laws and Regulations, Internal Control Material Weaknesses and Internal Control Significant Deficiencies): Copy in body from RCW/RNI - However, DO NOT include the headings (Condition and Context, Effect.....) Put the finding(s) in paragraph form and make sure the finding makes sense. Comment elements can be re-ordered to improve clarity, i.e. criteria can be documented before condition if this improves the readability and clarity of the comment..

*(The following headings/information should follow each finding (**State Laws and Regulations, Internal Control Material Weaknesses, and Internal Control Significant Deficiencies**):*

Views of Responsible Official and Planned Corrective Action:

County Judge/Executive's Response: (Use this if the jailer also responded, otherwise, it's not necessary)

If the official did not provide a response use this statement: *The official did not provide a response.*

Copy in the county's response from the Views of Responsible Officials and Management's Corrective Action Plan form)

Auditor's Reply:

(Include if necessary, otherwise delete)

Guidance: If the official's response contradicts the comment, is argumentative, or faults the auditors (e.g. "I gave the auditors all the reports they asked for and they still wrote me up") an auditor's reply may be necessary. Consult your manager for help determining the need for and in writing the reply. Replies should be composed before the audit is turned in for level 2 review.

INTERNAL CONTROL - MATERIAL WEAKNESSES:

See comment formatting instructions above.

INTERNAL CONTROL - SIGNIFICANT DEFICIENCIES:

See comment formatting instructions above.

COUNTY
SCHEDULE OF FINDINGS AND RESPONSES
For The Year Ended June 30, 20XX
(Continued)

**CERTIFICATION OF COMPLIANCE -
LOCAL GOVERNMENT ECONOMIC ASSISTANCE PROGRAM**

_____ COUNTY FISCAL COURT

For The Year Ended June 30, 20XX

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MIKE HARMON
AUDITOR OF PUBLIC ACCOUNTS

State law requires the Auditor of Public Accounts to annually audit fiscal courts, county clerks, and sheriffs; and print the results in a newspaper having general circulation in the county. The complete audit and any other audit of state agencies, fiscal courts, county clerks, sheriffs, and property valuation administrators may be viewed in the reports section of the Auditor of Public Accounts' website at www.auditor.ky.gov or upon request by calling 1-800-247-9126.

209 ST. CLAIR STREET
FRANKFORT, KY 40601-1817

TELEPHONE 502.564.5841
FACSIMILE 502.564.2912
WWW.AUDITOR.KY.GOV

AN EQUAL OPPORTUNITY EMPLOYER M / F / D



**REPORT OF THE AUDIT OF THE
_____ COUNTY
FISCAL COURT**

**For The Year Ended
June 30, 20XX**



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

**209 ST. CLAIR STREET
FRANKFORT, KY 40601-1817
TELEPHONE (502) 564-5841**

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CERTIFICATION OF COMPLIANCE - LOCAL GOVERNMENT ECONOMIC ASSISTANCE PROGRAM	

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MIKE HARMON
AUDITOR OF PUBLIC ACCOUNTS

To the People of Kentucky

The Honorable Matthew G. Bevin, Governor

William M. Landrum III, Secretary

Finance and Administration Cabinet

The Honorable _____, _____ County Judge/Executive

Members of the _____ County Fiscal Court

Independent Auditor's Report

Report on the Financial Statement

We have audited the accompanying financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the _____ County Fiscal Court, as of and for the year ended June 30, 20XX, and the related notes to the financial statements, which collectively comprise the _____ County Fiscal Court's basic financial statement as listed in the table of contents.

Management's Responsibility for the Financial Statement

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on the basic financial statements 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. 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 statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, 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 statements 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 statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.



To the People of Kentucky

The Honorable Matthew G. Bevin, Governor

William M. Landrum III, Secretary

Finance and Administration Cabinet

The Honorable _____, _____ County Judge/Executive

Members of the _____ County Fiscal Court

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the _____ County Fiscal Court's as of June 30, 20XX, and the respective changes in its financial position and, where applicable, cash flows thereof, for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter paragraphs go here, if needed

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis on pages __ through __, the Schedule of Proportionate Share of the Net Pension Liability and Schedule of Contributions on page __ and Schedule of Proportionate Share of the Net OPEB Liability and Schedule of Contributions on page __ be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

If all of the RSI is omitted, the paragraph on RSI would be replaced with the following:

Management has omitted [identify the missing required supplementary information, such as management's discussion and analysis and budgetary comparison information and RSI for pension & OPEB] that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information. (Modify this for appropriate language and add required RSI)

Other Information – Remove if SEFA Is NOT included in report

Our audit was conducted for the purpose of forming opinions on the financial statements as a whole that collectively comprise the _____ County Fiscal Court's basic financial statements. The Schedule of Expenditures of Federal Awards, as required by Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The Schedule of Expenditures of Federal Awards is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Expenditures of Federal Awards is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

To the People of Kentucky

The Honorable Matthew G. Bevin, Governor

William M. Landrum III, Secretary

Finance and Administration Cabinet

The Honorable _____, _____ County Judge/Executive

Members of the _____ County Fiscal Court

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated FW on our consideration of the _____ County Fiscal Court's internal control over financial reporting and on our test of its compliance with certain provisions of laws, regulations, contracts, and 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 _____ County Fiscal Court's 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 _____ County Fiscal Court's internal control over financial reporting and compliance.

Based on the results of our audit, we present the accompanying Schedule of Findings and Responses (*or if single audit, Schedule of Findings and Questioned Costs*) included herein, which discusses the following report comments:

2019-001

2019-002

Respectfully submitted,

Mike Harmon
Auditor of Public Accounts

End of Fieldwork Date

_____ COUNTY OFFICIALS
For The Year Ended June 30, 20XX

Fiscal Court Members:

start here

list all at this indention

County Judge/Executive

Magistrate

Magistrate

Magistrate

Magistrate

Magistrate

Magistrate

Magistrate

Magistrate

Other Elected Officials:

County Attorney

Jailer

County Clerk

Circuit Court Clerk

Sheriff

Property Valuation Administrator

Coroner

Appointed Personnel:

County Treasurer

Chief Financial Officer

_____ County
Management's Discussion and Analysis
June 30, 20XX

The financial management of the _____ County Fiscal Court offers readers of the _____ County Fiscal Court's financial statements this narrative overview and analysis of the financial activities of the _____ County Fiscal Court for the fiscal year ended _____. We encourage readers to consider the information presented here in conjunction with other information that we have furnished in our letter of transmission and the notes to the financial statements.

Financial Highlights.

-

Overview of the Financial Statements.

_____ County
Management's Discussion and Analysis
June 30, 20XX
(Continued)

Government-wide Financial Statements.
(Discussion of Statement of Net Assets and Statement of Activities)

Fund Financial Statements.

Discussion of:

Governmental Funds

Proprietary Funds

Fiduciary Funds Financial Statements.

Component Units Financial Statements.

Notes to the Financial Statements.

Net Assets. Changes in Net Assets. (Financial Analysis of County as a Whole)

Financial Analysis of the County's Funds.

Proprietary Funds Overview.

General Fund Budgetary Highlights.

Capital Assets and Debt Administration.

Other Matters.

Requests For Information.

_____ COUNTY
BASIC FINANCIAL STATEMENTS

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COUNTY
STATEMENT OF NET POSITION
June 30, 20XX

	Primary Government			Component Units
	Governmental Activities	Business-Type Activities	Totals	
ASSETS				
Current Assets:				
Cash and Cash Equivalents	\$	\$	\$	\$
Investments				
Accounts Receivable				
Rent Receivable				
Rental Deposits (Restricted)				
Total Current Assets				
Noncurrent Assets:				
Land Held For Development				
Bond Issuance Costs				
Capital Assets - Net of Accumulated Depreciation				
Construction In Progress				
Land and Land Improvements				
Buildings				
Other Equipment				
Vehicles and Equipment				
Web-Site Development Costs				
Infrastructure				
Total Noncurrent Assets				
Total Assets				
Deferred Outflows of Resources				
LIABILITIES				
Current Liabilities:				
Accounts Payable				
Bonds Payable				
Financing Obligations Payable				
Accrued Payroll				
Compensated Absences				
Lease Payable				
Total Current Liabilities				
Noncurrent Liabilities:				
Bonds Payable				
Financing Obligations Payable				
Net Pension Liability				
Net OPEB Liability				
Compensated Absences				
Total Noncurrent Liabilities				
Total Liabilities				
Deferred Inflows of Resources				

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

_____ COUNTY
STATEMENT OF NET POSITION
June 30, 20XX
(Continued)

	Primary Government			Component Units
	Governmental Activities	Business-Type Activities	Totals	
NET POSITION				
Invested in Capital Assets, Net of Related Debt	\$	\$	\$	\$
Restricted For:				
Capital Projects				
Debt Service				
Grant Projects				
Unrestricted				
Total Net Position	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>

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

COUNTY
STATEMENT OF ACTIVITIES
For The Year Ended June 30, 20XX

Functions/Programs	Program Revenues Received			
Reporting Entity	Expenses	Charges for	Operating	Capital
		Services	Grants and	Grants and
			Contributions	Contributions
Primary Government:				
Governmental Activities:				
General Government	\$	\$	\$	\$
Protection to Persons and Property				
General Health and Sanitation				
Social Services				
Recreation and Culture				
Roads				
Airports				
Road Facilities				
Debt Service				
Capital Projects				
Total Governmental Activities				
Business-type Activities:				
Jail Canteen				
Total Business-type Activities				
Total Primary Government	\$ 0	\$ 0	\$ 0	\$ 0
Component Units:				
County Component Unit 3	\$	\$	\$	\$
County Component Unit 2				
County Component Unit				
Total Component Units	\$ 0	\$ 0	\$ 0	\$ 0
General Revenues:				
Taxes:				
Real Property Taxes				
Personal Property Taxes				
Motor Vehicle Taxes				
Other Taxes				
Excess Fees				
Unrestricted Investment Earnings				
Gain on Sale of Assets				
Miscellaneous Revenues				
Accrued Interest Received				
Total General Revenues and Transfers				
Change in Net Position				
Net Position - Beginning (Restated)				
Net Position - Ending				

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

_____ COUNTY
BALANCE SHEET - GOVERNMENTAL FUNDS
 June 30, 20XX

	General Fund	Road Fund	Jail Fund	Park Construction Bond Fund
ASSETS				
Cash and Cash Equivalents	\$	\$	\$	\$
Investments				
Due From Other Funds				
Total Assets				
 LIABILITIES AND FUND BALANCES				
LIABILITES				
Cash Shortages				
Due To Other Funds				
Total Liabilities				
 FUND BALANCES				
Nonspendable:				
Inventory				
Permanent Fund Principal				
Restricted For:				
Recreation and Culture				
Protection to Persons and Property				
Committed To:				
General Health and Sanitation				
Roads				
Assigned To:				
Recreation and Culture				
Protection to Persons and Property				
Roads				
Unassigned				
Total Fund Balances				
Total Liabilities and Fund Balances	\$ 0	\$ 0	\$ 0	\$ 0

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

_____ COUNTY
RECONCILIATION OF THE BALANCE SHEET
GOVERNMENTAL FUNDS TO THE STATEMENT OF NET POSITION
June 30, 20XX

Total Fund Balances	\$
Amounts Reported For Governmental Activities In The Statement	
Of Net Assets Are Different Because:	
Capital Assets Used in Governmental Activities Are Not Financial Resources	
And Therefore Are Not Reported in the Funds.	
Accumulated Depreciation	
Long-term debt is not due and payable in the current period and, therefore, is not reported in the funds.	
Financing Obligations	
Bonds	
Long-term Receivables	
Internal Service Fund Net Assets	_____
Net Position Of Governmental Activities	\$ <u> 0</u>

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

_____ COUNTY
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
For The Year Ended June 30, 20XX

	<u>General Fund</u>	<u>Road Fund</u>	<u>Jail Fund</u>	<u>Park Construction Bond Fund</u>
REVENUES				
Taxes	\$	\$	\$	\$
In Lieu Tax Payments				
Excess Fees				
Licenses and Permits				
Intergovernmental				
Charges for Services				
Miscellaneous				
Interest				
Total Revenues				
EXPENDITURES				
General Government				
Protection to Persons and Property				
General Health and Sanitation				
Social Services				
Recreation and Culture				
Roads				
Airports				
Road Facilities				
Debt Service:				
Principal				
Interest				
Bond Issuance Cost				
Capital Projects				
Administration				
Total Expenditures				
Excess (Deficiency) of Revenues Over Expenditures Before Other Financing Sources (Uses)				
Other Financing Sources (Uses)				
Sale of Capital Assets				
Bond Issuance				
Discount On Bond Issuance				
Financing Obligation Proceeds				
Transfers From Other Funds				
Transfers To Other Funds				
Total Other Financing Sources (Uses)				
Net Change in Fund Balances				
Fund Balances - Beginning				
Fund Balances - Ending	\$ 0	\$ 0	\$ 0	\$ 0

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

_____ COUNTY
**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,
 AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS
 TO THE STATEMENT OF ACTIVITIES
 For The Year Ended June 30, 20XX**

Net Change in Fund Balances - Total Governmental Funds

Amounts reported for governmental activities in the Statement of Activities are different because Governmental Funds report capital outlays as expenditures. However, in the Statement of Activities the cost of those assets are allocated over their estimated useful lives and reported as depreciation expense.

Capital Outlay

Depreciation Expense

Assets disposed of, net book value

The issuance of long-term debt (e.g. bonds, financing obligations) provides current financial resources to governmental funds, while repayment of principal on long-term debt consumes the current financial resources of Governmental Funds. These transactions, however, have no effect on net assets.

Bond and other debt

Financing Obligations Principal Payments

Bond Principal Payments

Change in Net Position of Governmental Activities

 \$ 0

_____ COUNTY
STATEMENT OF FUND NET POSITION - PROPRIETARY FUNDS
June 30, 20XX

	Business-Type Activities - Enterprise Fund			Totals
	Jail Canteen Fund			
Assets				
Current Assets:				
Cash and Cash Equivalents	\$	\$	\$	\$
Total Current Assets				
Noncurrent Assets:				
Capital Assets:				
Vehicles and Equipment				
Less Accumulated Depreciation				
Total Noncurrent Assets				
Total Assets				
Liabilities				
Total Liabilities				
Net Position				
Invested in Capital Assets, Net of Related Debt				
Unrestricted				
Total Net Position	\$ 0	\$ 0	\$ 0	\$ 0

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

_____ COUNTY
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN
 FUND NET POSITION - PROPRIETARY FUNDS**
 For The Year Ended June 30, 20XX

	Business-Type Activities - Enterprise Fund			
	Jail Canteen Fund			Totals
Operating Revenues				
Canteen Receipts	\$	\$	\$	\$
Total Operating Revenues				
Operating Expenses				
Cost of Sales				
Educational and Recreational				
Personnel Costs				
Depreciation				
Miscellaneous				
Total Operating Expenses				
Operating Income (Loss)				
Nonoperating Revenues (Expenses)				
Interest Income				
Inmate Pay From State				
Inmate Refunds				
Total Nonoperating Revenues (Expenses)				
Change In Net Assets				
Total Net Position - Beginning				
Total Net Position - Ending	\$ 0	\$ 0	\$ 0	\$ 0

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

_____ COUNTY
STATEMENT OF CASH FLOWS - PROPRIETARY FUNDS
For The Year Ended June 30, 20XX

	Business-Type Activities - Enterprise Fund			Totals
	Jail Canteen Fund	Regional Jail Corporation	Justice Center Expansion Corporation	
Cash Flows From Operating Activities				
Cash Receipts From Customers for Sales	\$	\$	\$	\$
Cash Payments to Vendors				
Cash Payments to Employees				
 Net Cash Provided (Used) By Operating Activities				
Cash Flows From Noncapital Financing Activities				
Inmate Pay From State				
Inmate Refunds on Accounts				
Net Cash Provided (Used) By Noncapital Financing Activities				
Cash Flows From Capital and Related Financing Activities				
Net Cash Provided (Used) By Capital and Related Financing Activities				
Cash Flows From Investing Activities				
Interest Earned				
Net Cash Provided (Used) By Investing Activities				
Net Increase (Decrease) in Cash and Cash Equivalents				
Cash and Cash Equivalents - July 1				
Cash and Cash Equivalents - June 30	\$ 0	\$ 0	\$ 0	\$ 0

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

COUNTY
STATEMENT OF FIDUCIARY NET POSITION - FIDUCIARY FUNDS
June 30, 20XX

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

COUNTY
STATEMENT OF CHANGES IN FIDUCIARY NET POSITION
FIDUCIARY FUNDS
For The Year Ended June 30, 20XX

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

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COUNTY
NOTES TO FINANCIAL STATEMENTS

June 30, 20XX

Note 1. Summary of Significant Accounting Policies

A. Basis of Presentation

The financial statements of the _____ County Fiscal Court have been prepared in conformity with accounting principles generally accepted in the United States of America as applied to government units by the Governmental Accounting Standards Board (GASB).

B. Reporting Entity

The financial statements of the _____ County Fiscal Court include the funds, agencies, boards, and entities for which the fiscal court is financially accountable. Financial accountability, as defined by Section 2100 of the GASB Codification of Governmental Accounting and Financial Reporting Standards, as amended by GASB 14 and GASB 39, was determined on the basis of the government's ability to significantly influence operations, select the governing authority, participate in financial management and the scope of public service. Consequently, the reporting entity includes organizations that are legally separate from the primary government. Legally separate organizations are reported as component units if either the county is financially accountable or their exclusion would cause the county's financial statements to be misleading or incomplete. Component units may be blended or discretely presented. Blended component units either provide their services exclusively or almost entirely to the primary government, or their governing bodies are substantively the same as the primary government. All other component units are discretely presented. Based upon the criteria stated in GASB 14 and GASB 39, management has included *[list included blended component units]* as blended component units. Management has also included *[list discretely presented component units]* as discretely presented component units.

Blended Component Units

The following legally separate organizations provide their services exclusively to the primary government, and the fiscal court is able to impose its will on this organization. These organizations' balances and transactions are reported as though they are part of the county's primary government using the blended method.

[Provide a description of the component units included in the financial reporting entity, a description of the relationship between component units and the primary government, a discussion of the criteria for including component units, a discussion of how component units are reported (i.e. blended or discretely presented)]

Discretely Presented Component Units *If there are no Component Unit(s), delete this note and the following Component Unit notes*

The component units' columns in the government-wide financial statements include the data of the following organizations. They are reported on the Statement of Net Position and the Statement of Activities in a separate column that is labeled as "Component Units" to emphasize these organizations' separateness from the fiscal court's primary government.

[Provide a description of the component units included in the financial reporting entity, a description of the relationship between component units and the primary government, a discussion of the criteria for including component units, a discussion of how component units are reported (i.e. blended or discretely presented) and information on how to obtain the separately issued financial statements of component units.]

COUNTY
NOTES TO FINANCIAL STATEMENT
June 30, 20XX
(Continued)

Note 1. Summary of Significant Accounting Policies (Continued)

C. Government-wide and Fund Financial Statements

Government-wide Financial Statements

The government-wide financial statements (i.e., the Statement of Net Position and the Statement of Activities) report information on all of the non-fiduciary activities of the primary government and its non-fiduciary component units. For the most part, the effect of interfund activities has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which primarily rely on sales, fees, and charges for support. Fiduciary funds are also excluded from the government-wide financial statements due to the unavailability of fiduciary funds to aid in the support of government programs.

The government-wide statements are prepared using the economic resources measurement focus and the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recognized when a liability is incurred. All assets and liabilities of the primary government are included. This is the same approach used in the preparation of the proprietary fund financial statements but differs from the manner in which governmental fund financial statements are prepared. Therefore, governmental fund financial statements include reconciliations with brief explanations to better identify the relationship between the government-wide statements and the statements for governmental funds. The primary effect of internal activity has been eliminated from the government-wide financials.

Property taxes are recognized as revenues in the year in which they are levied. Grants and similar items are recognized as revenues once provider-imposed eligibility requirements have been met.

Generally, except as otherwise provided by law, property taxes are assessed as of January 1, levied (mailed) November 1, due at discount November 30, due at face value December 31, delinquent January 1 following the assessment, and subject to sale ninety days following April 15.

The Statement of Net Position presents the reporting entity's non-fiduciary assets and deferred outflows and liabilities and deferred inflows, the difference being reported as net position. Net position is reported in three categories: 1) net investment in capital assets - consisting of capital assets, net of accumulated depreciation and reduced by outstanding balances of bonds, mortgages, notes, or other borrowings that are attributable to other acquisition, construction, or improvement of those assets; 2) restricted net position - consisting of restricted assets reduced by liabilities and deferred inflows of resources related to those assets by creditors, grantors, contributors, and other external parties, including those constraints imposed by law through constitutional provisions or enabling legislation; and 3) unrestricted net position - net amount of the assets, deferred outflows of resources, liabilities, and deferred inflows of resources that are not included in the determination of net investment in capital assets or the restricted components of net position.

The statement of activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Program revenues include: 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function; 2) operating grants and contributions; and 3) capital grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Revenues not classified as program revenues are presented as general revenues. Internally dedicated resources such as taxes and unrestricted state funds are reported as general revenues.

COUNTY
NOTES TO FINANCIAL STATEMENT
June 30, 20XX
(Continued)

Note 1. Summary of Significant Accounting Policies (Continued)

C. Government-wide and Fund Financial Statements (Continued)

Fund Financial Statements

Funds are characterized as either major or non-major. Major funds are those whose assets, liabilities, revenues, or expenditures/expenses are at least ten percent of the corresponding total (assets, liabilities, etc.) for all funds or type (governmental or proprietary) and whose total assets, liabilities, revenues, or expenditures/expenses are at least five percent of the corresponding total for all governmental and enterprise funds combined. The fiscal court may also designate any fund as major.

Governmental Funds:

Separate financial statements are provided for governmental funds and proprietary funds. Major individual governmental funds and major enterprise funds are reported as separate columns in the financial statements.

All governmental funds are accounted for using the modified accrual basis of accounting and the current financial resources measurement focus. Under this basis, revenues are recognized in the accounting period in which they become measurable and available. Expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable.

The primary government reports the following major governmental funds:

Add or remove major fund descriptions as necessary to agree to financial statements.

General Fund - This is the primary operating fund of the fiscal court. It accounts for all financial resources of the general government, except where the Department for Local Government requires a separate fund or where management requires that a separate fund be used for some function.

Road Fund - This fund is for road and bridge construction and repair. The primary sources of revenue for this fund are state payments for truck license distribution, municipal road aid, and transportation grants. The Department for Local Government requires the fiscal court to maintain these receipts and expenditures separately from the general fund.

Jail Fund - The primary purpose of this fund is to account for the jail expenses of the county. The primary sources of revenue for this fund are reimbursements from the state and federal governments, payments from other counties for housing prisoners, and transfers from the general fund. The Department for Local Government requires the fiscal court to maintain these receipts and expenditures separately from the general fund.

The primary government also has the following non-major funds: *List non-major funds*

Special Revenue Funds:

The road fund, jail fund, and state grants fund are presented as special revenue funds. Special revenue funds are used to account for the proceeds of specific revenue sources and expenditures that are legally restricted for specific purposes. *Modify to agree to financial statements*

State Grants Fund - The primary purpose of this fund is to account for grants received from the state government. *Also add a description for any fund not already described above.*

COUNTY
NOTES TO FINANCIAL STATEMENT
June 30, 20XX
(Continued)

Note 1. Summary of Significant Accounting Policies (Continued)

C. Government-wide and Fund Financial Statements (Continued)

Fund Financial Statements (Continued)

Capital Projects Fund:

[Example] The park construction bond fund is presented as a capital projects fund. Capital projects funds are used to account for the financial resources to be used for the acquisition or construction of major capital facilities and purchase of capital assets.

Debt Service Funds:

[Example] The general obligation bond fund, Regional Jail Corporation fund, and Justice Center Expansion Corporation fund are presented as debt service funds. Debt service funds are used to account for the accumulation of resources for, and the payment of general long-term debt principal and interest.

Fiduciary Fund:

Fiduciary funds report only those resources held in a trust or custodial capacity for individuals, private organizations, or other governments. The county's agency fund is used to account for monies held by the county in the jail inmate fund for custodial purposes. Unlike other funds, the agency fund reports assets and liabilities only; therefore, it has no measurement focus.

Revenue Recognition

In applying the susceptible to accrual concept under the modified accrual basis, the following revenue sources are deemed both measurable and available (i.e. collectible within the current year or within 60 days of year-end and available to pay obligations of the current period). The revenues susceptible to accrual are property taxes, franchise taxes, special assessments, licenses, charges for services, interest income, and intergovernmental revenues. All other governmental revenues are recognized when received. Reimbursements due for federally funded projects are accrued as revenue at the time the expenditures are made, or when received in advance, considered unearned until expenditures are made.

Nonexchange transactions, in which the county receives value without directly giving equal value in return, include property taxes, grants, entitlements, and donations. Property taxes levied to finance fiscal year 2019 are recorded when there is an enforceable legal claim and when the revenue is measurable and available. Revenue from grants, entitlements, and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied.

Eligibility requirements include timing requirements, which specify the year when the resources are required to be used or the year when use is first permitted, matching requirements, in which the county must provide local resources to be used for a specified purpose. On a modified accrual basis, revenue from nonexchange transactions must be available before it can be recognized.

COUNTY
NOTES TO FINANCIAL STATEMENT
June 30, 20XX
(Continued)

Note 1. Summary of Significant Accounting Policies (Continued)

C. Government-wide and Fund Financial Statements (Continued)

Expenditure Recognition

The measurement focus of governmental fund accounting is on decreases in net financial resources (expenditures) rather than expenses. Most expenditures are measurable and are recorded when the related fund liability is incurred. However, principal and interest on general long-term debt, which has not matured, are recognized when paid. Allocations of costs, such as depreciation and amortization, are not recognized in the governmental funds.

Proprietary Funds

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary funds' principal ongoing operations. The principal operating revenues of the county's enterprise funds are charges to customers for sales and services. Operating expenses for enterprise funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

The primary government reports the following major proprietary fund:

Jail Canteen Fund - The canteen operations are authorized pursuant to KRS 441.135(1). The profits generated from the sale of items are to be used for the benefit or recreation of the inmates. KRS 441.135(2) requires the jailer to maintain accounting records and report annually to the county treasurer the receipts and disbursements of the jail canteen fund.

Presentation of Component Units

The financial statements present the following major discretely presented component units: Component Unit 1, Component Unit 2, and Component Unit 3.

These component units are presented in separate columns in the combined financial statements. They are also reported on the Statement of Net Position and the Statement of Activities in a separate total column that is labeled as "Component Units" to emphasize these organizations' separateness from the fiscal court's primary government.

D. Budgetary Information

Annual budgets are adopted on a regulatory basis of accounting which is a basis of accounting other than accounting principles generally accepted in the United States of America (GAAP) as established by the Governmental Accounting Standards Board and according to the laws of Kentucky as required by the state local finance officer.

The county judge/executive is required to submit estimated receipts and proposed disbursements to the fiscal court by May 1 of each year. The budget is prepared by fund, function, and activity and is required to be adopted by the fiscal court by July 1.

COUNTY
NOTES TO FINANCIAL STATEMENT
June 30, 20XX
(Continued)

Note 1. Summary of Significant Accounting Policies (Continued)

D. Budgetary Information

The fiscal court may change the original budget by transferring appropriations at the activity level; however, the fiscal court may not increase the total budget without approval by the state local finance officer. Disbursements may not exceed budgeted appropriations at the activity level.

The state local finance officer does not require the jail commissary fund to be budgeted because the fiscal court does not approve the expenses of this fund. **(Remove if not needed)**

The state local finance officer does not require the public facilities construction corporation fund to be budgeted. Bond indentures and other relevant contractual provisions require specific payments to and from this fund annually. **(Remove if not needed or add any unbudgeted funds here)**

Include a note describing why any funds were not budgeted that were required to be budgeted. NOTE: Per DLG, the only unbudgeted funds should be PPC type and Jail Commissary. If the county has any other unbudgeted funds, consult with your manager - they should probably be budgeted (and would need a comment) and document this consultation and results in the workpapers.

E. County Elected Officials

Kentucky law provides for election of the officials listed below from the geographic area constituting County. Pursuant to state statute, these officials perform various services for the Commonwealth of Kentucky, its judicial courts, the fiscal court, various cities and special districts within the county, and the board of education. In exercising these responsibilities, however, they are required to comply with state laws. Audits of their financial statements are issued separately and individually and can be obtained from their respective administrative offices. These financial statements are not required to be included in the financial statement of the County Fiscal Court.

- Circuit Court Clerk
- County Attorney
- Property Valuation Administrator
- County Clerk
- County Sheriff

F. Deposits and Investments

The government's fund balance is considered to be cash on hand, demand deposits, certificates of deposit, and short-term investments with original maturities of three months or less from the date of acquisition. The government's fund balance includes cash and cash equivalents and investments.

KRS 66.480 authorizes the county 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).

COUNTY
NOTES TO FINANCIAL STATEMENT
June 30, 20XX
(Continued)

Note 1. Summary of Significant Accounting Policies (Continued)

G. Long-term Obligations

In the government-wide financial statements and proprietary fund types in the fund financial statements, long term debt and other long-term obligations are reported as liabilities in the applicable financial statements. The principal amount of bonds, notes, and financing obligations are reported.

In the fund financial statements, governmental fund types recognize bond interest, as well as bond issuance costs when received or when paid, during the current period. The principal amount of the debt and interest are reported as expenditures. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as expenditures. Debt proceeds are reported as other financing sources.

H. Capital Assets and Depreciation

Capital assets, which include land, construction in progress, land improvements, buildings, building improvements, landfill, equipment, books, vehicles, and infrastructure assets (roads and bridges) that have a useful life of more than one reporting period based on the government's capitalization policy, are reported in the applicable governmental or business-type activities of the government-wide financial statements. Such assets are recorded at historical cost or estimated historical cost when purchased or constructed. Fund financial statements for governmental funds expense capital assets when purchased or constructed.

Cost of normal maintenance and repairs that do not add to the value of the asset or materially extend the asset's life are not capitalized. Land and Construction In Progress are not depreciated. Interest incurred during construction is not capitalized. Capital assets and infrastructure are depreciated using the straight-line method of depreciation over the estimated useful life of the asset.

	Governmental Activities Estimated Lives
Buildings and Building Improvements	25-50 Years
Land Improvements	20 Years
Technology Equipment	3-7 Years
Vehicles	5-10 Years
General Equipment	7-10 Years
Roads (Below PCI Index)	15-25 Years

I. Fund Equity

In the fund financial statements, the difference between the assets and deferred outflows and liabilities and deferred inflows of governmental funds is reported as fund balance. Fund balance is divided into non-spendable and spendable components, if applicable.

Non-spendable fund balances are those that cannot be spent on future obligations and must be maintained intact legally or contractually.

COUNTY
NOTES TO FINANCIAL STATEMENT
June 30, 20XX
(Continued)

Note 1. Summary of Significant Accounting Policies (Continued)

I. Fund Equity (Continued)

Restricted fund balances arise when constraints placed on the use of resources are either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments or imposed by law through constitutional provisions or enabling legislation.

Spendable include the following:

- Restricted-amounts constrained for a specific purpose by external parties, constitutional provisions, or enabling legislation.
- Committed-amounts constrained for a specific purpose by the county using its highest level of decision making authority.
- Assigned-for all governmental funds, other than general fund, any remaining positive amounts not classified as non-spendable, restricted, or committed. For the general fund, amounts constrained by intent to be used for a specified purpose by the County or the delegated county committee or official given authority to assign amounts.
- Unassigned-for the general fund, amounts not classified as non-spendable, restricted, committed, or assigned. For all other governmental funds, amount expended in excess of resources that are non-spendable, restricted, committed or assigned.

For resources considered committed, the county issues an ordinance or resolution that can only be changed with another corresponding ordinance or resolution.

For resources considered assigned, the county has designated the *(sample committee or sample official)* to carry out the intent of the fiscal court.

It is the policy of the county to spend restricted resources first, when both restricted and unrestricted resources are available to spend on the activity. Once restricted resources are exhausted, then committed, assigned and unassigned resources will be spent in that order on the activity. **Modify for the specific county.**

(If not apparent on the balance sheet-shown in the aggregate, then amounts for each classification of fund balance must be shown in the note.)

Encumbrances, although not reported on the balance sheet, are purchase orders that will be fulfilled in a subsequent fiscal period. Although the purchase order or contract creates a legal commitment, the fiscal court incurs no liability until performance has occurred on the part of the party with whom the fiscal court has entered into the arrangement. When a government intends to honor outstanding commitments in subsequent periods, such amounts are encumbered. Due to the modified cash basis of accounting, encumbrances can also include invoices for goods or services received at June 30, but not yet paid and not included as an accounts payable. Significant encumbrances at year end are reported by major funds and non-major funds in the aggregate and included with the commitments and contingencies note disclosure, if applicable.

COUNTY
NOTES TO FINANCIAL STATEMENT
June 30, 20XX
(Continued)

Note 1. Summary of Significant Accounting Policies (Continued)

J. Related Obligations, Joint Ventures, and Jointly Governed Organizations (Delete if Not Applicable)

A related organization is an entity for which a primary government is not financially accountable. It does not impose will or have a financial benefit or burden relationship, even if the primary government appoints a voting majority of the related organizations governing board. Based on this criteria, the following are considered related organizations of the _____ Fiscal Court:

Blank County Water District

Blank County Fire District

A legal entity or other organization that results from a contractual agreement and that is owned, operated, or governed by two or more participants as a separate activity subject to joint control, in which the participants retain (a) an ongoing financial interest or (b) an ongoing financial responsibility is a joint venture. Based on this criteria, the following are considered joint ventures of the _____ Fiscal Court:

Blank County Airport Board

Blank Community Action Group

K. Use of Estimates

The preparation of financial statements in conformity with GAAP requirements and assumptions that affect the reported amounts of assets and liabilities and the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses/expenditures during the reporting period. Actual results could differ from those estimates.

L. Receivables

In the Government-Wide Financial Statements, receivables consist of all revenues earned at year-end and not yet received. Major receivable balances for the Government Activities include payroll taxes.

In the Governmental Fund Financial Statements, material receivables include revenue accruals, such as occupational taxes, grants, and other similar revenues since they are usually both measurable and available. Non-exchange transactions, collectable but not available, are deferred in the Governmental Fund Financial Statements in accordance with the basis of accounting. Interest and investment earnings are recorded when earned only if paid within 90 days of the year end, since they would be considered both measurable and available.

M. Interfund Receivables and Payables

During the course of operations, numerous transactions occur between individual funds that may result in amounts owed between funds. Those related to goods and services type transactions are classified as “due to and from other funds.” Interfund receivables and payables between funds within Governmental Activities are eliminated in the Statement of Net Position.

COUNTY
NOTES TO FINANCIAL STATEMENT
June 30, 20XX
(Continued)

Note 1. Summary of Significant Accounting Policies (Continued)

N. Compensated Absences

(Modify as needed to fit county. This is included as an example. Be sure to address all arrangements for compensated absence) Fiscal Court employees earn vacation in proportion to years of service. Vacation time accrues on a per pay period basis. Vacation time may accumulate from year to year up to a maximum of thirty days. Once the maximum is reached, employees must use or forfeit the time. Employees that give proper notice receive pay for unused vacation time that has not expired.

Short-term sick leave accrues on a per pay period basis at the rate of five days per year and may accumulate up to a maximum of twelve days. Employees do not get paid for their unused sick time upon termination.

The county police and the road department have a separate contract for sick leave. These employees earn 40 hours of sick leave per year. The entire 40 hours is given to them in January. If they are still employed by the fiscal court on December 31, they receive pay for their unused sick time the following January. If they are not employed on December 31, they do not get paid for their unused sick time.

The remaining fiscal court employees also receive 40 hours of sick leave in January; however, they do not get paid for their unused sick time.

O. Adoption of Accounting Principle - GASB Statement No. 75

The _____ County Fiscal Court adopted GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*. The scope of this statement addresses accounting and financial reporting for OPEB that is provided to employees of state and local government employers. The _____ County Fiscal Court participates in a cost-sharing defined benefit plan, which is required to report a net OPEB liability, OPEB expense, and OPEB-related deferred inflows and outflows of resources based on the employer's proportionate share of the collective amount for all employers in the plan.

P. Deferred Outflows/Inflows

GASB Statement No. 63 provides financial reporting guidance relative to deferred outflows of resources, a consumption of net assets by the entity that is applicable to a future reporting period, and a deferred inflow of resources, acquisition of net assets by the county that is applicable to a future reporting period. GASB Statement No. 68, GASB Statement No. 71, and GASB Statement No. 75 provide financial reporting guidance relative to deferred inflows/outflows as a result of pension OPEB related transactions.

Guidance: GASB Cod. 2300.130 .130 Balances of deferred outflows of resources and deferred inflows of resources reported in a statement of net position or a governmental fund balance sheet may be aggregations of different types of deferred amounts. Governments should provide details of the different types of deferred amounts in the notes to the financial statements if significant components of the total deferred amounts are obscured by aggregation. Disclosure in the notes to the financial statements is required only if the information is not displayed on the face of the financial statements

COUNTY
NOTES TO FINANCIAL STATEMENT
June 30, 20XX
(Continued)

Note 2. Deposits and Investments

A. Deposits (if no B. Investments section, can remove the sub-heading A. Deposits)

The fiscal court (and component units) maintained deposits of public funds with depository institutions insured by the Federal Deposit Insurance Corporation (FDIC) as required by KRS 66.480(1)(d). According to KRS 41.240, the depository institution should pledge or provide sufficient collateral which, together with FDIC insurance, equals or exceeds the amount of public funds on deposit at all times. In order to be valid against the FDIC 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 fiscal court 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. [if requirements were not met, say so here]

Custodial Credit Risk - Deposits

Custodial credit risk is the risk that in the event of a depository institution failure, the government's deposits may not be returned. The government does not have a deposit policy for custodial credit risk, but rather follows the requirements of KRS 66.480(1)(d) and KRS 41.240. As of June 30, 20XX, all deposits were covered by FDIC insurance or a properly executed collateral security agreement. (Component unit discussion here - both blended and discrete - if applicable)

B. Investments

As of June 30, 20XX, the fiscal court has the following investments and maturities:

Type	Fair Value	Maturities (In Years)			
		Less Than 1	1-5	6-10	More Than 10
Cash Equivalents	\$	\$	\$	\$	\$
U.S. Treasury					
Mutual Funds					
Certificates of Deposit					
Investments:					
U.S. Government and					
U.S. Agencies Bonds					
U.S. Agencies CMOs					
Municipal Bonds (KY)					
Total Investments					
Total Fund Balance	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

COUNTY
NOTES TO FINANCIAL STATEMENT
June 30, 20XX
(Continued)

Note 2. Deposits and Investments (Continued)

B. Investments (Continued)

Custodial Credit Risk is the risk that, in the event of failure of the counterparty, the fiscal court will not be able to recover the value of its certificates of deposit, investments or collateral securities that are in the possession of an outside party. The fiscal court's investment policy requires counterparties to provide sufficient collateral or other insurance if any investments or deposits exceed the insurance provided by Federal Deposit Insurance Corporation (FDIC) and the Securities Investor Protection Corporation (SIPC). All certificates of deposit and investments must be held by the counterparty in the fiscal court's name. The fiscal court has \$_____ of certificates of deposit and \$_____ of investments in securities held by the counterparties' trust departments in the fiscal court's name. The counterparty maintains the \$_____ of certificates of deposit at depository institutions insured by the FDIC and limits certificates of deposit at each depository institution to \$250,000 FDIC coverage limit. In addition, the SIPC provides up to \$500,000 coverage for securities and cash (limit of \$250,000 for cash) per client and the counterparties maintain additional insurance coverage for loss of securities and cash above the coverage provided by FDIC and SIPC.

Credit Risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. The fiscal court is statutorily limited as to credit ratings, at the time of purchase. KRS 66.480 and the fiscal court's investment policy define the following items as permissible investments:

- 1) Obligations of the United States and of its agencies and instrumentalities.
- 2) Obligations and contracts for future delivery or purchase of obligations backed by the full faith and credit of the United States or a United States government agency.
- 3) Obligations of any corporation of the United States Government.
- 4) Certificates of deposit issued by or other interest-bearing accounts of any bank or savings and loan institution having a physical presence in Kentucky which are insured by the Federal Deposit Insurance Corporation or similar entity or which are collateralized, to the extent uninsured, by any obligations, including surety bonds, permitted by KRS 41.240.
- 5) Uncollateralized certificates of deposit issued by any bank or savings and loan institution having a physical presence in Kentucky rated in one of the three highest categories by nationally recognized rating agency.
- 6) Bankers' acceptances for banks rated in one of the three highest categories by a competent rating agency.
- 7) Commercial paper rated in the highest category by a nationally recognized rating agency.
- 8) Bonds or certificates of indebtedness of this state and of its agencies and instrumentalities.
- 9) Securities issued by a state or local government, or any instrumentality of agency thereof, in the United States, and rated in one of the three highest categories by a competent rating agency.
- 10) Shares of mutual funds and exchange traded funds, each of which shall have the following characteristics:
 - a) The mutual funds shall be an open-end diversified investment company registered under the Federal Investment Company Act of 1940, as amended.
 - b) The management company of the investment company shall have been in operation for at least five years.
 - c) All of the securities in the mutual fund shall be eligible investments pursuant to this section.

The fiscal court is limited to investing no more than 20 percent in categories 5, 6, 7, 9, and 10 above per state statute and the fiscal court's investment policy. *As of June 30, 20XX, the fiscal court does not have any investments in these categories. OR As of June 30, 20XX, the fiscal court has investments of less than 20 percent in these categories. OR As of June 30, 20XX, the fiscal court has investments of ___percent in these categories which is more than 20 percent limit set by state statute.*

COUNTY
NOTES TO FINANCIAL STATEMENT
June 30, 20XX
(Continued)

Note 2. Deposits and Investments (Continued)

The fiscal court’s rated investments, as of June 30, 20XX, and the ratings are presented in the table below. All issuers of the municipal bonds are located in the Commonwealth of Kentucky.

Type	Standard & Poor's/Moody's Credit Ratings					Fair Value
	AAA/Aaa	AA/Aa	A	WR	Unrated/NA	
Cash Equivalents	\$	\$	\$	\$	\$	\$
U.S. Treasury						
Mutual Funds						
Certificates of Deposit						
Investments:						
U.S. Government and						
U.S. Agencies Bonds						
U.S. Agencies CMOs						
Municipal Bonds (KY)						
Total Investments						
Total Fund Balance	\$	0	\$	0	\$	0
	\$	0	\$	0	\$	0

Concentration of Credit Risk is the risk of loss attributed to the magnitude of the fiscal court’s investment in a single issuer. U.S. Government securities and investments in mutual funds are excluded from this risk. The fiscal court does not have 5 percent or more of the fiscal court’s investments invested in any single security. **Or** More than 5 percent of the fiscal court’s investments are in _____ and _____ (list name of investment). These investments are ___ percent and ___ percent, respectively, of the fiscal court’s total investments. All of the investments reported in the fiscal court’s _____ fund are _____ (list name of investment).

Interest Rate Risk is the risk that changes in interest rates will adversely affect the fair value of an investment. Investments held for longer periods are subject to increased risk of adverse interest rate changes. The fiscal court’s policy provides that, to the extent practicable, investments are matched with anticipated cash flows. Investments are diversified to minimize the risk of loss resulting from over-concentration of assets in a specific maturity period, a single issuer, or an individual class of securities. See table above for investments listed by type and duration.

Foreign Currency Risk is the risk that changes in exchange rates will adversely affect the fair value of an investment or deposit. The fiscal court’s policy historically has been to invest only in securities in U.S. denominations.

OR

Foreign Currency Risk is the risk that changes in exchange rates will adversely affect the fair value of an investment or deposit. The fiscal court’s exposure to foreign currency risk is as follows:

COUNTY
NOTES TO FINANCIAL STATEMENT
June 30, 20XX
(Continued)

Note 2. Deposits and Investments (Continued)

The fiscal court's investments in foreign currency-denominated _____ (type of investment) were rated _____ by _____ (name of rating agency such as Standard & Poor's) and _____ by _____ (name of rating agency). The fiscal court's investment policy permits it to invest up to _____ percent of total investments in foreign currency-denominated investments. The fiscal court's current position is _____ percent.

Investment	Currency	Maturity	Fair Value
			\$ 0
Total			\$ 0

Note 3. Interfund Transfers

The table below shows the interfund operating transfers for fiscal year 20XX.

	General Fund	Jail Fund	Non-Major Governmental Funds	Total Transfers In
Road Fund	\$	\$	\$	\$
Jail Fund				
General Obligation				
Non-Major				
Total Transfers Out	\$	\$	\$	\$

Reason for transfers:

To move resources from and to the general fund and other funds, for budgetary purposes, to the funds that will expend them. (Change reason as necessary)

COUNTY
NOTES TO FINANCIAL STATEMENT
June 30, 20XX
(Continued)

Note 4. Capital Assets

Capital asset activity for the year ended June 30, 20XX, was as follows:

	Reporting Entity			Balance June 30, 2019
	Balance July 1, 2018	Additions	Deductions	
<u>Primary Government: Governmental Activities</u>				
Capital Assets Not Being Depreciated:				
Land				\$ -
Roads				-
Construction In Progress				-
Total Capital Assets Not Being Depreciated				
Depreciable Capital Assets				
Land Improvements				
Buildings and Building Improvements				
Equipment				
Furniture and Office Equipment				
Vehicles				
Roads				
Total Depreciable Capital Assets				
Total Capital Assets at Historical Cost				
Less Accumulated Depreciation For:				
Land Improvements				
Buildings and Building Improvements				
Equipment				
Furniture and Office Equipment				
Vehicles				
Roads				
Total Accumulated Depreciation				
Total Capital Assets, Being Depreciated, Net				
Governmental Activities Capital Assets, Net	\$ 0	\$ 0	\$ 0	\$ 0

COUNTY
NOTES TO FINANCIAL STATEMENT
June 30, 20XX
(Continued)

Note 4. Capital Assets (Continued)

<u>Business-Type Activities:</u>	Balance July 1, 2018	Additions	Deductions	Balance June 30, 2019
Capital Assets Not Being Depreciated:				
Land	\$	0	\$	0
Construction In Progress				
Total Capital Assets Not Being Depreciated				
Depreciable Capital Assets				
Land Improvements				
Buildings and Building Improvements				
Furniture and Office Equipment				
Vehicles, Machinery and Equipment				
Totals at Historical Cost				
Total Capital Assets at Historical Cost				
Less Accumulated Depreciation For:				
Land Improvements				
Buildings and Building Improvements				
Furniture and Office Equipment				
Vehicles, Machinery and Equipment				
Total Accumulated Depreciation				
Depreciable Capital Assets, Net				
Business-Type Activities Capital Assets, Net	\$	0	\$	0
	\$	0	\$	0
	\$	0	\$	0

COUNTY
NOTES TO FINANCIAL STATEMENT
June 30, 20XX
(Continued)

Note 4. Capital Assets (Continued)

Depreciation expense was charged to functions of the primary government as follows:

	<u>Year Ended June 30, 2019</u>
<u>Governmental Activities:</u>	
General Government	
Protection to Persons and Property	
General Health and Sanitation	
Social Services	
Recreation and Culture	
Roads, Including Depreciation of General Infrastructure Assets	
	<hr/>
Total Depreciation Expense - Governmental Activities	<u>\$ 0</u>
<u>Business-Type Activities</u>	
Golf Course	
Assisted Housing	
	<hr/>
Total Depreciation Expense - Business-Type Activities	<u>\$ 0</u>

Note 5. Land Held For Resale

(Delete if not necessary)

Note 6. Short-term Receivable

(Delete if not necessary)

Note 7. Short-term Debt

A.

B. Changes In Short-term Debt

Short-term Debt activity for the year ended June 30, 20XX, was as follows:

Add table from short-term tab in <Z-12A> (or delete note)

Note 8. Long-term Debt

A. General Obligation Bonds, Series 2002-Fiscal Court Building

(and Notes Receivable if necessary)

COUNTY
NOTES TO FINANCIAL STATEMENT
June 30, 20XX
(Continued)

Note 8. Long-term Debt (Continued)

B. Changes In Long-term Debt

Long-term Debt activity for the year ended June 30, 20XX, was as follows:

	Balance June 30, 2018	Additions	Reductions	Balance June 30, 2019	Due Within One Year
<u>Governmental Activities:</u>					
General Obligation Bonds					
Special Revenue Bonds					
Unamortized Premium					
Unamortized Discount					
Compensated Absences					
Governmental Activities Long-term Liabilities	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<u>Business-Type Activities</u>					
Financing Obligations					
Compensated Absences					
Business-Type Activities Long-Term Liabilities		-		-	-

(Long-term debt for Discretely Present Component Units and Business Types) - insert schedules as needed

Note 9. Interest on Long-term Debt and Financing Obligations

Debt service on the Statement of Activities includes \$----- in interest on financing obligations and \$----- in interest on bonds and notes. *(Make sure total amount agrees to statement of activities)*

Note 10. Employee Retirement System

A. Plan Description

The County Fiscal Court 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, health, disability, and death benefits to plan members. Benefit contributions and provisions are established by statute. Cost-of-living adjustments are provided at the discretion of the State Legislature. This impacts all retirees regardless of tier. The Board of Trustees determines employer contribution rates necessary for the actuarial soundness of the retirement system. The employer contribution is subject to approval by the Kentucky General Assembly through the adoption of the Biennial Executive Branch Budget.

COUNTY
NOTES TO FINANCIAL STATEMENT
June 30, 20XX
(Continued)

Note 10. Employee Retirement System (Continued)

The county’s contribution rate for nonhazardous employees for fiscal year 2019 was 21.48 percent. The county’s contribution rate for hazardous employees for fiscal year 2019 was 35.34 percent. The county’s contribution for FY 2017 was \$-----, FY 2018 was \$-----, and FY 2019 was \$-----.

During the 2018 legislative session, House Bill 185 was enacted, which updated the benefit provisions for active members who die in the line of duty. Benefits paid to the spouses of deceased members paid from the retirement fund have been increased from 25% of the member’s final rate of pay to 75% of the member’s average pay. If the member does not have a surviving spouse, benefits paid to surviving dependent children have been increased from 10% of the member’s final pay rate to 50% of average pay for one child, 65% of average pay for two children, or 75% of average pay for three children.

Nonhazardous

Benefits fully vest on reaching five years of service for nonhazardous employees. The table below shows additional relevant information concerning nonhazardous employee retirement benefits.

Before 09/01/2008		
Age	Years of Service	Allowance Reduction
65	4	None
Any	27	None
55	5	6.5% per year for first five years, and 4.5% for next five y before age 65 or 27 years of service.
Any	25	6.5% per year for first five years, and 4.5% for next five y before age 65 or 27 years of service.
On Or After 9/01/2008 but before 01/01/2014		
Age	Years of Service	Allowance Reduction
65	5	None
57	Rule of 87	None
60	10	6.5% per year for first five years, and 4.5% for next five y before age 65 or Rule of 87 (age plus years of service)
On or After 1/01/2014		
Age	Years of Service	Allowance Reduction
65	5	None
57	Rule of 87	None
Benefit Formula		
Final Compensation	Benefit Factor	Years of Service
x	x	

COUNTY
NOTES TO FINANCIAL STATEMENT
June 30, 20XX
(Continued)

Note 10. Employee Retirement System (Continued)

Nonhazardous (Continued)

Average of the five highest if participation began before 9/1/2008	2.20%	Member begins participating prior to 8/1/2004	
Average of the last complete five if participation began on or after 09/01/2008	2.20%	Member begins participating on or after 8/1/2004 and before 09/01/2008	Includes earned service purchased service, prior service, and sick leave (if the member's employer participates in an approved sick leave program)
Average of the last complete five if participation began on or after 09/01/2008	Increasing percent based on service at retirement* plus 2.00% for each year of service over 30 if	Member begins participating on or after 9/1/2008	

* **Service** (and Benefit Factor) : **10 years or less** (1.10%); **10-20 years** (1.30%); **20-26 years** (1.5%); **26-30 years** (1.75%)

Hazardous

Benefits fully vest on reaching five years of service for hazardous employees. The table below shows additional relevant information concerning nonhazardous employee retirement benefits.

Before 09/01/2008		
Age	Years of Service	Allowance Reduction
55	5	None
Any	20	None
50	15	6.5% per year for first five years, and 4.5% for next five y before age 55 or 20 years of service.
On Or After 9/01/2008 but before 01/01/2014		
Age	Years of Service	Allowance Reduction
60	5	None
Any	25	None
50	15	6.5% per year for first five years, and 4.5% for next five y before age 60 or 25 years of service

COUNTY
NOTES TO FINANCIAL STATEMENT
June 30, 20XX
(Continued)

Note 10. Employee Retirement System (Continued)

Hazardous (Continued)

On or After 1/01/2014		
Age	Years of Service	Allowance Reduction
65	5	None
57	25	None
Benefit Formula		
Final Compensation	Benefit Factor	Years of Service
Average of the three highest if participation began before 9/1/2008	2.50% if	Member begins participating on or after 9/1/2008
Average of the three highest complete years if participation began on or after 9/1/2008	Increasing percent based on service at retirement* if	Member begins participating on or after 09/01/2008 but before 01/01/2014

* **Service** (and **Benefit Factor**) : **10 years or less** (1.30%); **10-20 years** (1.50%); **20-25 years** (2.25%); **25+ years** (2.50%)

B. Net Pension Liability

As of June 30, 20XX, the fiscal court reported a liability of \$_____ (\$_____ nonhazardous and \$_____ hazardous) for its proportionate share of the collective net pension liability. The total and net pension liability for CERS was actuarially measured as of _____ (*check actuarial report for this date*). As of June 30, 20XX, the fiscal court’s proportionate share percentage was _____ percent. This percentage is based on the long-term share of contributions by the fiscal court in relation to all other participating employers in CERS. KRS 78.510 through KRS 78.880 establishes and governs the plan. CERS information is available in the publicly issued financial report issued by the Kentucky Retirement System. This report can be obtained at www.kyret.ky.gov.

If the proportionate share changed since the prior measurement date, certain additional disclosures apply - see GASB Cod. P20.154 Change in Proportion for guidance.

Actuarial Assumptions

Check most recent actuarial report - don’t assume these are the latest #

The total pension liability determined for KRS in the June 30, 2017 proportionate share report was determined using the following actuarial assumptions, applied to all prior periods included in the measurement:

COUNTY
NOTES TO FINANCIAL STATEMENT
June 30, 20XX
(Continued)

Note 10. Employee Retirement System (Continued)

Actuarial Assumptions (Continued)

Valuation Date	June 30, 2017
Experience Study	July 1, 2008 through June 30, 2013
Actuarial Cost Method	Entry Age Normal
Amortization Method	Level percentage of payroll, closed
Remaining Amortization Period	26 years
Asset Valuation Method	5-year smoothed marked
Inflation	2.30 percent
Salary Increases	3.05 percent to 15.55% (varies by service)
Investment rate of return	5.25%, net of pension plan investment expense including inflation

The mortality table used for active members is RP-2000 Combined Mortality Table projected with Scale BB to 2013 (multiplied by 50% for males and 30% for females). For health retired members and beneficiaries, the mortality table used is the RP-2000 Combined Mortality Table projected with Scale BB to 2013 (set back for one year for females). For disabled members, the RP-2000 Combined Disabled Mortality Table projected with Scale BB to 2013 (set back four years for males) is used for the period after disability retirement. There is some margin in the current mortality tables for possible future improvement in mortality rates and that margin will be reviewed again when the next experience investigation is conducted. *Check actuarial report for updates*

The long-term expected return on plan assets is reviewed as part of the regular experience studies prepared every five years for CERS. The most recent analysis, performed for the period covering fiscal years 2008 through 2013, is outlined in the KRS report dated December 3, 2015. - *Auditor should check for updated report and change dates/information as needed.*

Several factors are considered in evaluating the long-term rate of return assumption, including long-term historical data, estimates inherent in current market data, and a log-normal distribution analysis in which best-estimate ranges of expected future real rates of return (expected return, net of investment expense and inflation) were developed by the investment consultant for each major asset class.

These ranges were combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and then adding expected inflation.

The capital market assumptions developed by the investment consultant are intended for use over a ten year horizon and may not be useful in setting the long-term rate of return for funding pension plans which covers a longer time frame. The assumption is intended to be a long-term assumption and is not expected to change absent a significant change in the asset allocation, a change in the inflation assumption, or a fundamental change in the market that alters expected returns in future years.

The target asset allocation and best estimates of arithmetic nominal rates of return for each major asset class are summarized in the following table:

COUNTY
NOTES TO FINANCIAL STATEMENT
June 30, 20XX
(Continued)

Note 10. Employee Retirement System (Continued)

Actuarial Assumptions (Continued)

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-term Expected Real Rate of Return</u>
US Equity		
International Equity		
Global Bonds		
Global Credit		
High Yield		
Emerging Market Debt		
Private Credit		
Real Estate		
Absolute Return		
Real Return		
Private Equity		
Cash Equivalent		
Total	<u> </u>	

The projection of cash flows used to determine the discount rate assumed that local employers would contribute the actuarially determined contribution rate of projected compensation over the remaining 28 year amortization period of the unfunded actuarial accrued liability. The actuarial determined contribution rate is adjusted to reflect the phase in of anticipated gains on actuarial value of assets over the first four years of the projection period.

 (date from actuarial report) is the actuarial valuation date upon which the total pension liability is based. An expected total pension liability is determined as of *(date from actuarial report)* using standard roll forward procedures. The discount rate is defined as the single rate of return that, when applied to all projected payments, results in an actuarial value of projected benefit payments. The long-term expected rate of return on pension plan investments was applied to all periods of the projected benefit payments to determine the total pension liability for each system. A municipal bond rate was not used.

Discount Rate

The following table presents the net pension liability of the fiscal court, calculated using the discount rate of __, as well as what the fiscal court’s net position liability would be if it were calculated using a discount rate that is one percentage point lower (___) or one percentage point higher (___):

1% Decrease	Current	1% Increase
<u>5.25%</u>	<u>6.25%</u>	<u>7.25%</u>

COUNTY
NOTES TO FINANCIAL STATEMENT
June 30, 20XX
(Continued)

Note 10. Employee Retirement System (Continued)

Deferred Inflows/Outflows of Resources

For the year ended June 30, 20XX, the fiscal court recognized pension expense of \$ _____ and deferred outflows and deferred inflows related to pensions from the following sources:

Insert table here - deferred inflows/outflows

The following changes in assumptions occurred between the measurement date and the reporting date:

Check retirement audit for changes in assumptions

The \$ _____ of the total deferred outflows of resources resulted from pension contributions made subsequent to the measurement date and will be recognized as a reduction of the new pension liability for the year ended June 30, 20XX. Other amounts reported as deferred outflows and deferred inflows related to pensions will be recognized in pension expense as follows:

Insert table here

Membership

Number of Members Non-Hazardous CERS

Active Plan Members	
Retired & Beneficiaries Receiving Benefits	
Inactive Plan Members	
Total Members	_____
	=====

Number of Members Hazardous CERS

Active Plan Members	
Retired & Beneficiaries Receiving Benefits	
Inactive Plan Members	
Total Members	_____
	=====

Pension Plan Fiduciary Net Position

The fiscal court’s fiduciary net position, net pension liability, deferred inflows and outflows of resources related to pensions, and pension expense have been determined on the same basis used by CERS. CERS’ combining financial statements are prepared using the accrual basis of accounting. Plan member contributions are recognized in the period in which contributions are due. Employer contributions to the plan are recognized when due and the employer has made a formal commitment to provide the contributions. Benefits and refunds are recognized when due and payable in accordance with terms of the plan. Administrative and investment expenses are recognized when incurred.

COUNTY
NOTES TO FINANCIAL STATEMENT
June 30, 20XX
(Continued)

Note 10. Employee Retirement System (Continued)

Pension Plan Fiduciary Net Position (Continued)

Investments are reported at fair value. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Short-term investments are reported at cost, which approximates fair value. Purchases and sales of securities are recorded on a trade-date basis. Interest income is recorded on the accrual basis. Dividends are recorded on the dividend date. Gain (loss) on investments includes CERS gains and losses on investments bought and sold as well as held during the fiscal year.

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.

(Modify as Necessary after review of the KRS audit and actuarial reports)

Note 11. Post-Employment Health Care Benefits

Plan Description

The _____ County Fiscal Court participates in the County Employees' Retirement System (CERS), which is operated by the Kentucky Retirement Systems (KRS). The CERS insurance funds are cost-sharing, multiple-employer defined benefit Other Post-Employment Benefits (OPEB) plans for members that cover all regular full-time members employed in hazardous and nonhazardous duty positions with the fiscal court. The plan provides for health insurance benefits to plan members. OPEB may be extended to beneficiaries of plan members under certain circumstances. All eligible retired fiscal court employees receive health care benefits after retirement.

Employer contribution rates are established annually by the KRS Board of Trustees. KRS issues separate stand-alone financial statements for the statewide multiple employer cost-sharing plan that provides other postemployment benefits for local government employees participating in CERS.

Under the provisions of Kentucky Revised Statute, Section 61.701, the board of trustees of KRS administers the KRS Insurance Fund. The KRS Insurance Fund was established as a single insurance fund to provide group hospital and medical benefits to retirees drawing a benefit from the three pension funds administered by KRS: Kentucky employees Retirement System (KERS); CERS; and the State Police Retirement System (SPRS). The assets of the KRS Insurance Fund are commingled for investment purposes.

OPEB Proportionate Share Liability

As of _____, the fiscal court reported a liability of \$ _____ for its proportionate share of the collective net OPEB liability. The total and net OPEB liability for CERS was actuarially measured as of _____. As of _____, the fiscal court's proportionate share percentage was _____ percent. This percentage is based on the long-term share of contributions by the fiscal court in relation to all other participating employers in CERS. KRS 78.510 through KRS 78.880 establishes and governs the plan. CERS information is available in the publicly issued financial report issued by Kentucky Retirement System. This report can be obtained at www.kyret.ky.gov.

COUNTY
NOTES TO FINANCIAL STATEMENT
June 30, 20XX
(Continued)

Note 11. Post-Employment Health Care Benefits (Continued)

Benefits Provided

For members participating prior to July 1, 2003, KRS pays a percentage of the monthly premium for single coverage based upon the service credit accrued at retirement.

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%

Members participating on or after July 1, 2003, and before September 1, 2008, are required to earn at least 10 years of service credit in order to be eligible for insurance benefits at retirement. Members participating on or after September 1, 2008, are required to earn at least 15 years of service credit in order to be eligible for insurance benefits at retirement. The monthly health insurance contribution will be \$10 for each year of earned service increased by the CPI prior to July 1, 2009, and by 1.5% annually from July 1, 2009.

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.

Contributions

For the fiscal year ended June 30, 20XX, plan members who began participating prior to September 1, 2008, were required to contribute 0 percent of their annual creditable compensation. Those members who began participating on, or after, September 1, 2008, and before January 1, 2014, were required to contribute 1 percent of their annual creditable compensation. Those members who began participating on, or after, January 1, 2014 were required to contribute 1 percent of their annual creditable compensation but their contribution is not credited to their account and is not refundable. Participating employers were required to contribute at an actuarially determined rate. Per Kentucky Revised Statute Section 78.545(33), normal contribution and past service contribution rates shall be determined by the Board on the basis of an annual valuation last preceding July 1 of a new biennium. The Board of Trustees may amend contribution rates as of the first day of July of the second year of the biennium, if it is determined on the basis of a subsequent actuarial valuation that amended contribution rates are necessary to satisfy requirements determined in accordance with actuarial bases adopted by the Board. The county's contractually required contribution rate for the year ended June 30, 20XX, was _____ percent of annual creditable compensation for non-hazardous employees and _____ percent of annual creditable compensation for hazardous employees. Contributions to the pension plan from the county were \$ _____ (\$ _____ for nonhazardous and \$ _____ for hazardous).

____ COUNTY
 NOTES TO FINANCIAL STATEMENT
 June 30, 20XX
 (Continued)

Note 11. Post-Employment Health Care Benefits (Continued)

OPEB Liabilities, OPEB Expense, and Deferred Outflows and Deferred Inflows of Resources

At June 30, 20XX, the county reported a liability of \$ _____ for its proportionate share of its net OPEB liability (\$ _____ for nonhazardous and \$ _____ for hazardous). The net OPEB liability was measured as of _____, and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation as of that date. The county's proportionate share of the net OPEB liability was based on a projection of the county's long-term share of contributions to the OPEB plan relative to the projected contributions of all participating members, actuarially determined. At June 30, 20XX, the county's proportionate share was _____ percent for nonhazardous and _____ percent for hazardous which was an increase of _____ percent for nonhazardous and a decrease of _____ percent for hazardous from its proportionate share measured as of (*date of KRS report*).

For the year ended June 30, 20XX, the county recognized OPEB expense of \$ _____ (\$ _____ for hazardous and \$ _____ for nonhazardous). At June 30, 20XX, the county reported its proportionate share of the CERS deferred outflows of resources and deferred inflows of resources related to OPEBs from the following sources:

Insert table - deferred outflows/inflows

Of the total amount reported as deferred outflows of resources related to OPEB, \$ _____ resulting from county contributions subsequent to the measurement date and before the end of the fiscal year will be included as a reduction of the collective net OPEB liability in the year ended June 30, (*next fy, ex. 2019*). Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in the county's OPEB expense as follows:

Insert table

COUNTY
NOTES TO FINANCIAL STATEMENT
June 30, 20XX
(Continued)

Note 11. Post-Employment Health Care Benefits (Continued)

Actuarial Valuation

Insert table here

The long-term expected return on plan assets is reviewed as part of the regular experience studies prepared every five years for CERS. Several factors are considered in evaluating the long-term rate of return assumption, including long-term historical data, estimates inherent in current market data, and a log-normal distribution analysis in which best estimate ranges of expected future real rates of return (expected return, net of investment expense and inflation) were developed by the investment consultant for each major asset class. These ranges were combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and then adding expected inflation. The capital market assumptions developed by the investment consultant are intended for use over a ten year horizon and may not be useful in setting the long-term rate of return for funding pension plans which covers a longer time frame. The assumption is intended to be a long-term assumption and is not expected to change absent a significant change in the asset allocation, a change in the inflation assumption, or a fundamental change in the market that alters expected returns in future years.

The target asset allocation and best estimates of arithmetic nominal rates of return for each major asset class are summarized in the following table:

Insert target asset allocation table

The projection of cash flows used to determine the discount rate assumed that local employers would contribute the actuarially determined contribution rate of projected compensation over the remaining 28 year amortization period of the unfunded actuarial accrued liability. The actuarial determined contribution rate is adjusted to reflect the phase in of anticipated gains on actuarial value of assets over the first four years of the projection period.

_____ is the actuarial valuation date upon which the total OPEB liability is based. An expected total OPEB liability is determined as of _____, using standard roll forward procedures. The discount rate is defined as the single rate of return that, when applied to all projected payments, results in an actuarial value of projected benefit payments. Current assets, future contributions, and investment earnings are projected to be sufficient to pay the projected benefit payments from the retirement system. A municipal bond rate was not used.

Actuarial Assumptions used to Determine the Total OPEB Liability and the Net OPEB Liability

From most recent actuarial report

Actuarial Assumptions used to Determine the Actuarially Determined Contribution

check most recent actuarial report

COUNTY
NOTES TO FINANCIAL STATEMENT
June 30, 20XX
(Continued)

Note 11. Post-Employment Health Care Benefits (Continued)

Sensitivity of the County's Proportionate Share of the Net OPEB Liability to Changes in the Discount Rate

The following table presents the net OPEB liability of the fiscal court, calculated using the discount rate of _____, as well as what the fiscal court's net OPEB liability would be if it were calculated using a discount rate that is one percentage point lower (____) or one percentage point higher (____):

Insert discount table here

Sensitivity of the County's Proportionate Share of the Net OPEB Liability to Changes in the Healthcare Cost Trend Rates

The following table presents the net OPEB liability of the fiscal court, calculated using the current healthcare trend rate, as well as what the fiscal court's net OPEB liability would be if it were calculated using a healthcare cost trend rate that is one percentage point lower or one percentage point higher:

Insert current healthcare cost trend rate table here

The initial healthcare trend rate for the pre-65 category starts at ____% and gradually decreases to an ultimate trend rate of ____% over a period of 13 years.

The initial healthcare trend rate for the post-65 category starts at ____% and gradually decreases to an ultimate trend rate of ____% over a period of two years.

Membership

Insert membership table

Changes Since Measurement Date

Check report for changes

COUNTY
NOTES TO FINANCIAL STATEMENT
June 30, 20XX
(Continued)

Note 11. Post-Employment Health Care Benefits (Continued)

OPEB Plan Fiduciary Net Position

The fiscal court's fiduciary net position, net OPEB liability, deferred inflows and outflows of resources related to OPEB, and OPEB expense have been determined on the same basis used by CERS. CERS' combining financial statements are prepared using the accrual basis of accounting. Plan member contributions are recognized in the period in which contributions are due. Employer contributions to the plan are recognized when due and the employer has made a formal commitment to provide the contributions. Benefits and refunds are recognized when due and payable in accordance with terms of the plan. Premium payments are recognized when due and payable in accordance with terms of the plan. Administrative and investment expenses are recognized when incurred.

Investments are reported at fair value. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Short-term investments are reported at cost, which approximates fair value. Purchases and sales of securities are recorded on a trade-date basis. Interest income is recorded on the accrual basis. Dividends are recorded on the dividend date. Gain (loss) on investments includes CERS gains and losses on investments bought and sold as well as held during the fiscal year.

Detailed information about the OPEB plan is available in the separately issued CERS financial report.

Note 12. Commitment Debt *(Add commitment debt, delete if not necessary)*

Include commitment debt. Debt the county may have to pay off/ is paying for others (joint jail), because the entity does not have the funds or FC is paying some and another FC is paying some (talk to manager or Quality Assurance manager if you have any questions) This would not include debt that is in the fiscal court's name and another entity is actually making the payments on the fiscal court's behalf.

Note 13. Deferred Compensation

The _____ County Fiscal Court voted to allow all eligible employees to participate in deferred compensation plans administered by the Kentucky Public Employees' Deferred Compensation Authority. The Kentucky Public Employees' Deferred Compensation Authority is authorized under KRS 18A.230 to 18A.275 to provide administration of tax sheltered supplemental retirement plans for all state, public school and university employees, and employees of local political subdivisions that have elected to participate.

These deferred compensation plans permit all full time employees to defer a portion of their salary until future years. The deferred compensation is not available to employees until termination, retirement, death, or unforeseeable emergency. Participation by eligible employees in the deferred compensation plans is voluntary.

Historical trend information showing the Kentucky Public Employees' Deferred Compensation Authority's progress in accumulating sufficient assets to pay benefits when due is presented in the Kentucky Public Employees' Deferred Compensation Authority's annual financial report. This report may be obtained by writing the Kentucky Public Employees' Deferred Compensation Authority at 101 Sea Hero Road, Suite 110, Frankfort, KY 40601-8862, or by telephone at (502) 573-7925.

____ COUNTY
NOTES TO FINANCIAL STATEMENT
June 30, 20XX
(Continued)

Note 14. Health Reimbursement Account/Flexible Spending Account

The __ County Fiscal Court, in Fiscal Court Order No. __ established a flexible spending account on _____ to provide employees an additional health benefit. The county has contracted with a third-party administrator to administer the plan. The plan provides _____. Employees may also contribute additional pre-tax funds through payroll deduction. The balance of the plan is \$ _____. (Change as necessary)

Note 15. Insurance

For the fiscal year ended June 30, 20XX, the _____ County Fiscal Court was a member of the Kentucky Association of Counties' All Lines Fund (KALF). KALF is a self-insurance fund and was organized to obtain lower cost coverage for general liability, property damage, public officials' errors and omissions, public liability, and other damages. The basic nature of a self-insurance program is that of collectively shared risk by its members. If losses incurred for covered claims exceed the resources contributed by the members, the members are responsible for payment of the excess losses.

Note 16. Commitments and Contingencies

(Delete if not necessary)

Note 17. Subsequent Events

(Delete if not necessary)

Note 18. Related Party Transactions

(Delete if not necessary)

Note 19. Payroll Revolving Account

The reconciled balance of the payroll revolving account as of June 30, 20XX, was added to the general fund cash balance for financing reporting purposes. (See guidance in the payroll addendum for note disclosure, comments, F/S presentation)

Note 20. Conduit Debt

From time to time the county has issued (bonds, notes, etc) to provide financial assistance to (xyz industrial authority, etc) for the acquisition and construction of industrial and commercial facilities deemed to be in the public interest, in accordance with KRS 103.210. This debt may take the form of certain types of limited-obligation revenue bonds, certificates of participation, or similar debt instruments. Although conduit debt obligations bear the __ County Fiscal Court's name as issuer, the fiscal court has no obligation for such debt beyond the resources provided by a lease or loan with the third party on whose behalf it is issued. Neither the fiscal court nor any political subdivision thereof is obligated in any manner for repayment of the bonds. Accordingly, the bonds are not reported as liabilities in the accompanying financial statement. As of June 30, 2019, conduit debt has been issued but the amount currently outstanding is not reasonably determinable.

DO NOT INCLUDE AMOUNTS UNLESS THEY HAVE BEEN AUDITED

(Delete if not necessary) (Change as necessary)

COUNTY
NOTES TO FINANCIAL STATEMENT
June 30, 20XX
(Continued)

Note 21. Tax Abatement(s)

Pursuant to GASB Statement No. 77, Tax Abatement Disclosures, the _____ County Fiscal Court is required to disclose certain information about tax abatements as defined in the statement. GASB No. 77 defines a tax abatement as a reduction in tax revenues that results from an agreement between one or more governments and an individual or entity in which (a) one or more governments promise to forgo tax revenues to which they are otherwise entitled and (b) the individual or entity promises to take specific action after the agreement has been entered into that contributes to economic development or otherwise benefit the county or its citizens.

The ___ tax (include name of tax such as property tax) was abated under the authority of _____ (include authority which tax abatement was provided). The ___ is eligible to receive this tax abatement due to _____ (include criteria that recipient is eligible to receive tax abatement). The taxes are abated by _____ (provide mechanism by which taxes are abated such as reduction of assessed value). Recapture of abated taxes can occur by _____ (include provisions for recapturing abated taxes). _____ (include name of tax abatement recipient) made the following commitment(s) _____ (include information regarding the type of commitment(s) made by tax abatement recipient). For fiscal year ended June 30, 20XX, ___ abated ___ taxes (name of tax) totaling \$ _____ (include gross dollar amount on accrual basis). As part of the tax abatement agreement, the ___ County Fiscal Court (or replace with other government) committed to _____ (include info regarding commitment made by government).

If applicable, tax abatement agreements of other governments (such as a city) these would be agreements entered into by other governments that reduce the fiscal court's tax revenues.

The _____ (include name of government(s) that entered into the agreements) entered into a tax abatement agreement to abate ___ taxes (include name of taxes abated). For fiscal year ended June 30, 20XX, the amount of taxes abated was \$ _____ (include gross dollar amount of taxes abated).

___ County Fiscal Court had additional tax abatement programs which did not meet a reporting threshold of \$ _____ (documented in work papers) that was established by the county. In aggregate, the amount was less than \$ ___ (quantify and support in work papers) for the fiscal year ending June 30, ____.

Note 22. Prior Period Adjustments
(Delete if not necessary)

_____ COUNTY
BUDGETARY COMPARISON SCHEDULES
Required Supplementary Information - Budgetary Basis

For The Year Ended June 30, 20XX

[Include for General Fund and Major Special Revenue Funds Only]

_____ COUNTY
BUDGETARY COMPARISON SCHEDULES
Required Supplementary Information - Budgetary Basis

For The Year Ended June 30, 20XX

	GENERAL FUND			
	Budgeted Amounts		Actual Amounts, (Budgetary Basis)	Variance with Final Budget Positive (Negative)
	Original	Final		
REVENUES				
Taxes	\$	\$	\$	\$
In Lieu Tax Payments				
Excess Fees				
Licenses and Permits				
Intergovernmental Revenue				
Charges for Services				
Miscellaneous				
Interest				
Total Revenues				
EXPENDITURES				
General Government				
Protection to Persons and Property				
General Health and Sanitation				
Social Services				
Recreation and Culture				
Airports				
Debt Service				
Capital Projects				
Administration				
Total Expenditures				
Excess (Deficiency) of Revenues Over Expenditures Before Other Financing Sources (Uses)				
OTHER FINANCING SOURCES (USES)				
Financing Obligation Proceeds				
Transfers From Other Funds				
Transfers To Other Funds	-	-	-	
Total Other Financing Sources (Uses)				
Net Changes in Fund Balance				
Fund Balance - Beginning				
Fund Balance - Ending	\$ 0	\$ 0	\$ 0	\$ 0

COUNTY
BUDGETARY COMPARISON SCHEDULES
Required Supplementary Information - Budgetary Basis
For The Year Ended June 30, 20XX
(Continued)

	ROAD FUND			
	Budgeted Amounts		Actual Amounts, (Budgetary Basis)	Variance with Final Budget Positive (Negative)
	Original	Final		
REVENUES				
Licenses and Permits	\$	\$	\$	\$
Intergovernmental Revenue				
Charges for Services				
Miscellaneous				
Interest				
Total Revenues				
EXPENDITURES				
Roads				
Road Facilities				
Debt Service				
Capital Projects				
Administration				
Total Expenditures				
Excess (Deficiency) of Revenues Over Expenditures Before Other Financing Sources (Uses)				
OTHER FINANCING SOURCES (USES)				
Transfers From Other Funds				
Total Other Financing Sources (Uses)				
Net Changes in Fund Balance				
Fund Balance - Beginning				
Fund Balance - Ending	\$ 0	\$ 0	\$ 0	\$ 0

COUNTY
BUDGETARY COMPARISON SCHEDULES
Required Supplementary Information - Budgetary Basis
For The Year Ended June 30, 20XX
(Continued)

	JAIL FUND			
	Budgeted Amounts		Actual Amounts, (Budgetary Basis)	Variance with Final Budget Positive (Negative)
	Original	Final		
REVENUES				
Intergovernmental Revenue	\$	\$	\$	\$
Charges for Services				
Miscellaneous				
Interest				
Total Revenues				
EXPENDITURES				
Protection to Persons and Property				
Debt Service				
Reserve Balance				
Administration				
Total Expenditures				
Excess (Deficiency) of Revenues Over Expenditures Before Other Financing Sources (Uses)				
OTHER FINANCING SOURCES (USES)				
Transfers From Other Funds				
Transfers To Other Funds				
Total Other Financing Sources (Uses)				
Net Changes in Fund Balance				
Fund Balance - Beginning				
Fund Balance - Ending	\$ 0	\$ 0	\$ 0	\$ 0

COUNTY
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION

June 30, 20XX

Note 1. Budgetary Information

Annual budgets are adopted on a cash basis of accounting and according to the laws of Kentucky as required by the state local finance officer.

The county judge/executive is required to submit estimated receipts and proposed expenditures to the fiscal court by May 1 of each year. The budget is prepared by fund, function, and activity and is required to be adopted by the fiscal court by July 1.

The fiscal court may change the original budget by transferring appropriations at the activity level; however, the fiscal court may not increase the total budget without approval by the state local finance officer. Expenditures may not exceed budgeted appropriations at the activity level.

Note 2. Budgetary Basis vs. GAAP

Accounting principles applied for purposes of developing data on budgetary basis differ significantly from those used to present financial statements in conformity with generally accepted accounting principles. A schedule reconciling the fund balance on a budgetary basis at June 30, 2019, to the fund balance on an accrual basis follows:

Put in schedule - See Bud Reconciliation tab in workbook

_____ COUNTY
CERS PENSION AND OPEB SCHEDULES
Required Supplementary Information

June 30, 20XX

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_____ COUNTY
**CERS PENSION - SCHEDULE OF THE PROPORTIONATE SHARE OF THE
NET PENSION LIABILITY - NONHAZARDOUS**
Required Supplementary Information

June 30, 20XX

	2019	2018	2017	2016	2015
County's Proportionate Share of the Net Pension Liability					
Nonhazardous					
Hazardous					
County's Proportion of the Net Pension Liability					
Nonhazardous					
Hazardous					
Covered Payroll					
County's Share of the Net Pension Liability as a Percentage of its Covered Payroll					
Total Plan Fiduciary Net Position as a Percentage of the Total Pension Liability					
Nonhazardous					
Hazardous					

COUNTY
CERS PENSION - SCHEDULE OF THE PROPORTIONATE SHARE OF THE
NET PENSION LIABILITY - HAZARDOUS
Required Supplementary Information

June 30, 20XX

_____ COUNTY
CERS PENSION - SCHEDULE OF CONTRIBUTIONS - NONHAZARDOUS
Required Supplementary Information

June 30, 20XX

Nonhazardous	2019	2018	2017	2016	2015
Saturily Required Contributions					
Contributions in Relation to the Contractually Required Contribution					
Contribution Deficiency (Excess)					
Covered Payroll					
Contributions as a Percentage of Covered Payroll					
Hazardous	2019	2018	2017	2016	2015
Saturily Required Contributions					
Contributions in Relation to the Contractually Required Contribution					
Contribution Deficiency (Excess)					
Covered Payroll					
Contributions as a Percentage of Covered Payroll					

Note: This schedule is presented to illustrate the requirement to show information for 10 years. However, until a full 10-year trend is compiled, the county is presenting information for those years for which information is available.

_____ COUNTY
CERS PENSION - SCHEDULE OF CONTRIBUTIONS - HAZARDOUS
Required Supplementary Information

June 30, 20XX

_____ COUNTY
**CERS OPEB - SCHEDULE OF THE PROPORTIONATE SHARE OF THE
NET OPEB LIABILITY - NONHAZARDOUS**
Required Supplementary Information

June 30, 20XX

	2019	2018	2017	2016	2015
County's Proportionate Share of the Net OPEB Liability					
Nonhazardous					
Hazardous					
County's Proportion of the Net OPEB Liability					
Nonhazardous					
Hazardous					
Covered Payroll					
County's Share of the Net OPEB Liability as a Percentage of its Covered Payroll					
Total Plan Fiduciary Net Position as a Percentage of the Total OPEB Liability					
Nonhazardous					
Hazardous					

Note 1: This schedule is presented to illustrate the requirement to show information for 10 years. However, until a full 10-year trend is compiled, the county is presenting information for those years for which information is available.

Note 2: The amounts presented for each fiscal year were determined as of the year end that occurred one year prior.

_____ COUNTY
CERS OPEB - SCHEDULE OF THE PROPORTIONATE SHARE OF THE
NET OPEB LIABILITY - HAZARDOUS
Required Supplementary Information

June 30, 20XX

_____ COUNTY
CERS OPEB - SCHEDULE OF CONTRIBUTIONS - NONHAZARDOUS
Required Supplementary Information

June 30, 20XX

Nonhazardous	2019	2018	2017	2016	2015
Satorily Required Contributions					
Contributions in Relation to the Contractually Required Contribution					
Contribution Deficiency (Excess)					
Covered Payroll					
Contributions as a Percentage of Covered Payroll					
Hazardous	2019	2018	2017	2016	2015
Satorily Required Contributions					
Contributions in Relation to the Contractually Required Contribution					
Contribution Deficiency (Excess)					
Covered Payroll					
Contributions as a Percentage of Covered Payroll					

Note: This schedule is presented to illustrate the requirement to show information for 10 years. However, until a full 10-year trend is compiled, the county is presenting information for those years for which information is available.

_____ COUNTY
CERS PENSION - SCHEDULE OF CONTRIBUTIONS - NONHAZARDOUS
Required Supplementary Information

June 30, 20XX

COUNTY
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION PENSION PLAN

June 30, 20XX

COUNTY
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION OPEB PLAN

June 30, 20XX

_____ COUNTY
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

For The Fiscal Year Ended June 30, 20XX

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_____ COUNTY
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

For The Fiscal Year Ended June 30, 20XX

Federal Grantor/Pass-Through Grantor/ Program or Cluster Title	Federal CFDA Number	Pass-Through Entity's Identifying Number	Provided to Subrecipient	Total Federal Expenditures
<u>U. S. Department of _____</u>				
<i>Direct Program</i>				
Program Name (per CFDA)	#	#	\$ -	\$ -
Total U.S. Department of _____			<u>-</u>	<u>-</u>
<u>U. S. Department of _____</u>				
<i>Passed-Through State Department _____</i>				
Program Name (per CFDA)	#	#	\$ -	\$ -
Total U.S. Department of _____			<u>-</u>	<u>-</u>
<u>U. S. Department of _____</u>				
<i>Passed-Through State Department _____</i>				
Program Name (per CFDA)	#	#	\$ -	\$ -
Total U.S. Department of _____			<u>-</u>	<u>-</u>
<u>U. S. Department of _____</u>				
<i>Passed-Through State _____ Cabinet:</i>				
Program Name (per CFDA)	#	#	\$ -	\$ -
Total U.S. Department of _____			<u>-</u>	<u>-</u>
<u>U. S. Department of _____</u>				
<i>Passed-Through State Department of _____-ARRA:</i>				
Program Name (per CFDA)	#	#	\$ -	\$ -
Total U.S. Department of _____			<u>-</u>	<u>-</u>
Non-Cash Expenditures				
<u>U.S. Department of _____</u>				
			<u>\$ -</u>	<u>\$ -</u>
Total U.S. Department of _____			<u>-</u>	<u>-</u>
Total Expenditures of Federal Awards			<u>\$ 0</u>	<u>\$ 0</u>

The accompanying notes are an integral part of this schedule

COUNTY
NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

June 30, 20XX

Note 1. Basis of Presentation

The accompanying Schedule of Expenditures of Federal Awards (Schedule) includes the federal award activity of _____ County, Kentucky under programs of the federal government for the year ended June 30, 20XX. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of _____ County, Kentucky, it is not intended to and does not present the financial position, changes in net assets, or cash flows of _____ County, Kentucky.

Note 2. Summary of Significant Accounting Policies

Expenditures reported on the Schedule are reported on the basis of the accounting practices prescribed or permitted by the Department for Local Government 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. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Negative amounts shown on the Schedule represent adjustments or credits made in the normal course of business to amounts reported as expenditures in prior years.

Note 3. Indirect Cost Rate (Per Uniform Guidance, this note stays in, even if no indirect cost plan)

_____ County **has not adopted an indirect cost rate or has elected to use the 10 percent de minimis indirect cost rate allowed under the Uniform Guidance. (choose one)**

Note 4. _____ Loan Programs (Remove if no loans)

The _____ loan programs listed subsequently are administered directly by the _____ County Fiscal Court, and balances and transactions relating to these programs are included in the _____ County Fiscal Court's financial statements. Loans outstanding at the beginning of the year and loans made during the year are included in the federal expenditures presented in the Schedule. The balance of loans outstanding at June 30, 20XX, consists of:

(insert debt schedule for loan)

_____ COUNTY
COMBINING BALANCE SHEET -
NON-MAJOR GOVERNMENTAL FUNDS
Other Supplementary Information

June 30, 20XX

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_____ COUNTY
COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCES - NON-MAJOR GOVERNMENTAL FUNDS
Other Supplementary Information

For The Year Ended June 30, 20XX

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

Use one of the following 3 Letters and Delete the 2 you do not use

**(No Material Weaknesses Identified, No Significant Deficiencies Identified, No Reportable Instances of
Noncompliance or Other Matters Identified)**

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MIKE HARMON
AUDITOR OF PUBLIC ACCOUNTS

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

The Honorable _____, _____ County Judge/Executive
Members of the _____ County Fiscal Court

We have audited, in accordance with the 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 financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the _____ County Fiscal Court as of and for the year ended June 30, 20XX, and the related notes to the financial statements, which collectively comprise the _____ County Fiscal Court's basic financial statements, and have issued our report thereon dated FW.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statement, we considered the _____ County Fiscal Court's internal control over financial reporting (internal control) to determine the 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 _____ County Fiscal Court's internal control. Accordingly, we do not express an opinion on the effectiveness of the _____ County Fiscal Court'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 statement 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 over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control over financial reporting 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
Statement Performed In Accordance With *Government Auditing Standards*
(Continued)

Compliance And Other Matters

As part of obtaining reasonable assurance about whether the _____ County Fiscal Court's financial statements are 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 determination of financial statement amounts. 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,

Mike Harmon
Auditor of Public Accounts

Date

**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***

**(No Material Weaknesses Identified; Significant Deficiencies and Reportable Instances of Noncompliance, and
Other Matters Identified)**

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MIKE HARMON
AUDITOR OF PUBLIC ACCOUNTS

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

The Honorable _____, _____ County Judge/Executive
Members of the _____ County Fiscal Court

We have audited, in accordance with the 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 financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the _____ County Fiscal Court as of and for the year ended June 30, 20XX, and the related notes to the financial statements, which collectively comprise the _____ County Fiscal Court's basic financial statements, and have issued our report thereon dated FW.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the _____ County Fiscal Court's internal control over financial reporting (internal control) to determine the 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 _____ County Fiscal Court's internal control. Accordingly, we do not express an opinion on the effectiveness of the _____ County Fiscal Court'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 a 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 over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified. We identified certain deficiencies in internal control, which are described in the accompanying Schedule of Findings and Responses *or Schedule of Findings and Questioned Costs* that we consider to be (a) significant deficiency(ies) as item(s) [List the reference numbers of the related findings, for example, 20XX-001, 20XX-003, and 20XX -004].



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)

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the _____ County Fiscal Court's financial statements are 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 determination of financial statement amounts. 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 (an) instance(s) of noncompliance or other matters that (is) are required to be reported under *Government Auditing Standards* and which (is) are described in the accompanying Schedule of Findings and Responses *or* Schedule of Findings and Questioned Costs as item(s) [List the reference numbers of the related findings, for example, 20XX -001, 20XX-003, and 20XX -004].

(Or replace last sentence with the following) The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

(If the County Judge/Executive has responded to any comments, include this paragraph)

Views of Responsible Official(s) and Planned Corrective Action

_____ County's views and planned corrective action for the findings identified in our audit are included in the accompanying Schedule of Findings and Responses (or Schedule of Findings and Questioned Costs). The county'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,

Mike Harmon
 Auditor of Public Accounts

FW

**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***

**(Material Weaknesses and Significant Deficiencies and Reportable Instances of Noncompliance, and
Other Matters Identified)**

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MIKE HARMON
AUDITOR OF PUBLIC ACCOUNTS

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

The Honorable _____, _____ County Judge/Executive
Members of the _____ County Fiscal Court

We have audited, in accordance with the 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 financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the _____ County Fiscal Court as of and for the year ended June 30, 20XX, and the related notes to the financial statements, which collectively comprise _____ County Fiscal Court's financial statements, and have issued our report thereon dated FW.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the _____ County Fiscal Court's internal control over financial reporting (internal control) to determine the 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 _____ County Fiscal Court's internal control. Accordingly, we do not express an opinion on the effectiveness of the _____ County Fiscal Court's internal control.

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control over financial reporting 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 *or Schedule of Findings and Questioned Costs*, we identified (a) certain deficiency(ies) in internal control that we consider to be (a) material weakness(es) [and *another/other deficiency(ies)* that we consider to be (a) significant deficiency(ies)].

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 statements will not be prevented, or detected and corrected on a timely basis. We consider the deficiency(ies) described in the accompanying Schedule of Findings and Responses *or Schedule of Findings and Questioned Costs* as item(s) [List the reference numbers of the related findings, for example, 20XX -001, 20XX -003, and 20XX -004] to be (a) material weakness(es).



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)

DELETE THIS PARAGRAPH IF NO SIG DEFICIENCIES 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 deficiency(ies) described in the accompanying Schedule of Findings and Responses *or Schedule of Findings and Questioned Costs* as item(s) [List the reference numbers of the related findings, for example, 20XX -002 and 20XX-005] to be (a) significant deficiency(ies).

Compliance And Other Matters

As part of obtaining reasonable assurance about whether the _____ County Fiscal Court's financial statements are 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 determination of financial statement amounts. 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 (an) instance(s) of noncompliance or other matters that (is)are required to be reported under *Government Auditing Standards* and which (is)are described in the accompanying Schedule of Findings and Responses *or Schedule of Findings and Questioned Costs* as item(s) [List the reference numbers of the related findings, for example, 20XX-001, 20XX -003, and 20XX -004].

(Or replace last sentence with the following) The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

(If the County Judge/Executive has responded to any comments, include this paragraph)

Views of Responsible Official(s) and Planned Corrective Action

_____ County's views and planned corrective action for the findings identified in our audit are included in the accompanying Schedule of Findings and Responses (or Schedule of Findings and Questioned Costs). The county'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,

Mike Harmon
Auditor of Public Accounts

FW

**REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM
AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE
IN ACCORDANCE WITH UNIFORM GUIDANCE**

(Unmodified Opinion on Compliance for Each Major Federal Program; No Reportable Audit Findings of Noncompliance; No Material Weaknesses or Significant Deficiencies in Internal Control over Compliance Identified)
See S-66 tab for versions of this letter with findings, qualified opinion, material weakness or significant deficiencies

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MIKE HARMON
AUDITOR OF PUBLIC ACCOUNTS

Report On Compliance For Each Major Federal Program
And Report On Internal Control Over Compliance
In Accordance With Uniform Guidance

Independent Auditor's Report

The Honorable _____, _____ County Judge/Executive
Members of the _____ County Fiscal Court

Report on Compliance for Each Major Federal Program

We have audited the _____ County Fiscal Court's compliance with the types of compliance requirements described in the U.S. *Office of Management and Budget (OMB) Compliance Supplement* that could have a direct and material effect on each of the _____ County Fiscal Court's major federal programs for the year ended June 30, 20XX. The _____ County Fiscal Court's major federal programs are identified in the Summary of Auditor's Results section of the accompanying Schedule of Findings and Questioned Costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the _____ County Fiscal Court's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance 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 requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the _____ County Fiscal Court's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination on the _____ County Fiscal Court's compliance with those requirements.



Report On Compliance For Each Major Federal Program
And Report On Internal Control Over Compliance
In Accordance With Uniform Guidance
(Continued)

Opinion on Each Major Federal Program

In our opinion, the _____ County Fiscal Court complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 20XX.

Report on Internal Control over Compliance

Management of the _____ County Fiscal Court is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the _____ County Fiscal Court's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the _____ County Fiscal Court's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

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

Views of Responsible Official(s) and Planned Corrective Action

2019 GAAP Binder County's views and planned corrective action for the findings identified in our audit are included in the accompanying Schedule of Findings and Questioned Costs. The county'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. **(delete if no federal findings or if findings but no responses)**

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the result of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Respectfully submitted,

Mike Harmon
Auditor of Public Accounts

End of Fieldwork

_____ COUNTY
SCHEDULE OF FINDINGS AND QUESTIONED COSTS

For The Year Ended June 30, 20XX

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_____ COUNTY
SCHEDULE OF FINDINGS AND QUESTIONED COSTS

For The Year Ended June 30, 20XX

See S-62 for comprehensive guidance; remember to delete all red guidance herein

Section I: Summary of Auditor’s Results

Financial Statement

Type of report auditor issued: Unmodified on GAAP Basis

[unmodified, qualified, adverse, or disclaimer (if there are different opinions for various opinion units, indicate the type of report for each opinion unit)]

Internal control over financial reporting:

Are any material weaknesses identified?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are any significant deficiencies identified?	<input type="checkbox"/> Yes	<input type="checkbox"/> None Reported
Are any noncompliances material to financial statements noted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Federal Awards

Internal control over major programs:

Are any material weaknesses identified?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are any significant deficiencies identified?	<input type="checkbox"/> Yes	<input type="checkbox"/> None Reported
Type of auditor’s report issued on compliance for major federal programs <i>[unmodified, qualified, adverse, or disclaimer]</i> :		
Are any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Identification of major programs:

<u>CFDA Number</u>	<u>Name of Federal Program or Cluster</u>

Dollar threshold used to distinguish between Type A and Type B programs: Auditee qualified as a low-risk auditee?	\$ _____ <input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
--	--	--

____ COUNTY
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
For The Year Ended June 30, 20XX
(Continued)

Section II: Financial Statement Findings

State Laws And Regulations

20XX-001 The

(For all findings(State Laws and Regulations, Internal Control Material Weaknesses and Internal Control Significant Deficiencies): Copy in body from RCW/RNI – However, DO NOT include the headings (Condition and Context, Effect.....)Put the finding(s) in paragraph form.

(The following headings/information should follow each finding (State Laws and Regulations, Internal Control Material Weaknesses and Internal Control Significant Deficiencies):

Views of Responsible Official and Planned Corrective Action:

Copy in the county's response from the Views of Responsible Officials and Management's Corrective Action Plan form)

NOTE – IF SINGLE AUDIT, OFFICIAL'S RESPONSES (Corrective Action Plans) MUST BE ON LETTERHEAD FOR ALL FINDINGS.

Auditor's Reply:

(If Applicable)

Internal Control - Material Weaknesses

Views of Responsible Official and Planned Corrective Action:

County Judge/Executive's Response: (Use this if the jailer also responded. If only the J/E responds, you don't need to include this.)

(Same as above)

Internal Control - Significant Deficiencies

Views of Responsible Official and Planned Corrective Action:

(Same as above)

COUNTY
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
For The Year Ended June 30, 20XX
(Continued)

Section III: Federal Award Findings And Questioned Costs

20XX-001 The

Federal Program: CFDA (Put in CFDA title and number)

Award Number and Year:

Name of Federal Agency and Pass-Through Agency:

Compliance Requirements:

Type of Finding:

Amount of Questioned Costs:

If finding causes modified opinion add here

(For all federal findings: Copy in body from RCW/RNI – However, DO NOT include the headings (Condition and Context, Effect.....)Put the finding(s) in paragraph form.

The county’s Corrective Action Plan MUST be on the county’s letterhead for Single Audits.

Identification of Questioned Costs and How Computed:

Repeat Finding: Repeat finding of 20XX-001.

Views of Responsible Official and Planned Corrective Action:

(Same as above)

Section IV: Summary Schedule of Prior Audit Findings (All PY Report findings)

Auditor follow-up work should document accuracy of the findings disposition. See CFR 200.511 for guidance on audit finding follow-up.

Finding Number	Prior Year Finding Title	Status	Corrective Action
2018-001	The Example County Fiscal Court Should Strengthen Controls Over Capital Asset Records	Unresolved	See corrective action for current year finding 2019-002

Note: This schedule information should be prepared by the auditee. See form in single audit section.

If results of current year audit procedures disclosed that the summary schedule of prior audit findings prepared by the auditee materially misrepresents the status of any prior audit finding consult with your manager. This should result in a current year finding in the schedule of findings and questioned costs.

_____ COUNTY
SCHEDULE OF FINDINGS AND RESPONSES

For The Year Ended June 30, 20XX

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**CERTIFICATION OF COMPLIANCE -
LOCAL GOVERNMENT ECONOMIC ASSISTANCE PROGRAM**

_____ COUNTY FISCAL COURT

For The Year Ended June 30, 20XX

Appendix A

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MIKE HARMON
AUDITOR OF PUBLIC ACCOUNTS

State law requires the Auditor of Public Accounts to annually audit fiscal courts, county clerks, and sheriffs; and print the results in a newspaper having general circulation in the county. The complete audit and any other audit of state agencies, fiscal courts, county clerks, sheriffs, and property valuation administrators may be viewed in the reports section of the Auditor of Public Accounts' website at www.auditor.ky.gov or upon request by calling 1-800-247-9126.

209 ST. CLAIR STREET
FRANKFORT, KY 40601-1817

TELEPHONE 502.564.5841
FACSIMILE 502.564.2912
WWW.AUDITOR.KY.GOV

AN EQUAL OPPORTUNITY EMPLOYER M / F / D

