

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

**For The Period  
July 1, 2019 Through June 30, 2020**



**MIKE HARMON  
AUDITOR OF PUBLIC ACCOUNTS  
[www.auditor.ky.gov](http://www.auditor.ky.gov)**

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





**MIKE HARMON**  
**AUDITOR OF PUBLIC ACCOUNTS**

Independent Accountant's Report  
On Applying Agreed-Upon Procedures

Holly M. Johnson, Secretary, Finance and Administration Cabinet  
The Honorable Kimberly Shipley, Barren County Property Valuation Administrator  
Glasgow, Kentucky 42142

We have performed the procedures enumerated below, which were agreed to by the Finance and Administration Cabinet, Department of Revenue (DOR), and the Barren County Property Valuation Administrator (PVA), related to the PVA's compliance with the *Fiscal and Personnel Administration Manual for the Office of Property Valuation Administrator* regarding the accountability for statutory contribution receipts and disbursements, including capital outlay disbursements, city government receipts, recordkeeping, and leases and contracts during the period July 1, 2019 through June 30, 2020. PVA's management is responsible for the compliance with these requirements. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are as follows:

1. Procedure -

Determine if the PVA has a receipts ledger, a disbursements ledger, and reconciles bank records to books each month. Re-perform the year-end bank reconciliation (June 30, 2020), for all bank accounts, to determine if amounts are accurate.

Finding -

The PVA maintained receipts and disbursements ledgers for her main bank account, but she did not maintain ledgers for the money market and miscellaneous accounts. The PVA reconciled the main account each month, but not the money market or miscellaneous accounts. The June 30, 2020 bank reconciliation was re-performed on the main account but not the money market or miscellaneous accounts, as the PVA did not reconcile those accounts as of June 30, 2020.

*PVA's Response: I purchased a receipts/disbursement paper ledger for savings accts. I am the only person that moves money from savings to checking. There is often no change in funds so I only look over bank statement, check balance and file.*

2. Procedure -

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

Finding -

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

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



Holly M. Johnson, Secretary, Finance and Administration Cabinet  
The Honorable Kimberly Shipley, Barren County Property Valuation Administrator  
(Continued)

3. Procedure -

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

Finding -

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

4. Procedure -

Select one month (January 2020 - June 2020) and review bank statement(s) to determine if deposits were made weekly at a minimum or if receipts of \$250 or more are deposited daily. Choose one week from month selected and determine if pre-numbered receipts were issued.

Finding -

Deposits were not made weekly at a minimum. PVA stated her change fund was \$50, but as a result of not depositing funds weekly, the PVA maintained \$75 on 1/30/20 and \$105 on 2/27/20. Pre-numbered receipts were issued.

*PVA's Response: I make the deposits and was out of town the end of Jan and first week in Feb. 2020. I was also very sick at the end of month and in the bed for several days. Deposits did not get made.*

5. Procedure -

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

Finding -

The PVA maintains a change fund of \$50.

6. Procedure -

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

Finding -

The selected disbursements agree to paid invoices or other supporting documentation and bank records. One of 15 disbursements tested was for an office luncheon totaling \$200. Seven of 42 credit card disbursements were for employees' lunches, refreshments for the PVA office, and stationery bearing the PVA's name, totaling \$251.88. The PVA should remit personal funds to repay these disbursements.

*PVA's Response: We have discussed the Christmas luncheon and others were clerical errors. Money repaid.*

Holly M. Johnson, Secretary, Finance and Administration Cabinet  
The Honorable Kimberly Shipley, Barren County Property Valuation Administrator  
(Continued)

7. Procedure -

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

Finding -

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

8. Procedure -

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

Finding -

No exceptions were found as a result of applying the procedure. However, we noted that the PVA's copier agreement terminated July 8, 2020, and the agreement had not been updated.

*PVA's Response: [Vendor name redacted] did not know contract ran out, however, they said we could continue service without contract because we own the copier.*

9. Procedure -

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

Finding -

Budgeted disbursements were compared to actual disbursements and the PVA overspent in the other capital outlay account (600 account series).

*PVA's Response: There was an error by me when I submitted the yr. end budget documentation revision. The amount was \$49,347 instead of \$47,347.*

10. Procedure -

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

Finding -

Not applicable as no change in the PVA.

Holly M. Johnson, Secretary, Finance and Administration Cabinet  
The Honorable Kimberly Shipley, Barren County Property Valuation Administrator  
(Continued)

11. Procedure -

For PVA office employees hired between July 1, 2019 and June 30, 2020, determine if the Ethics Certification Form has been completed and is on file.

Finding -

Not applicable since no one was hired between July 1, 2019 through June 30, 2020.

12. Procedure -

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

Finding -

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

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

The purpose of this report is solely to describe the procedures agreed upon by the Finance and Administration Cabinet, Department of Revenue and the Barren County PVA, related to the PVA's compliance with the *Fiscal and Personnel Administration Manual for the Office of the Property Valuation Administrator* and related findings and is not suitable for any other purpose.

Respectfully submitted,



Mike Harmon  
Auditor of Public Accounts

April 19, 2021