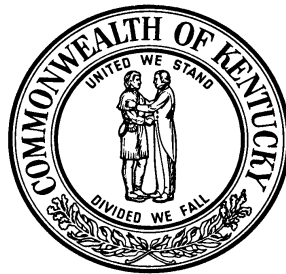


**REPORT OF THE AUDITOR OF PUBLIC ACCOUNTS  
AGREED-UPON PROCEDURES ENGAGEMENT  
OF THE  
FORMER BATH COUNTY SHERIFF**

**For The Period  
January 1, 2018 Through January 6, 2019**



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**SUMMARY OF PROCEDURES AND FINDINGS**

**AGREED-UPON PROCEDURES OF THE  
FORMER BATH COUNTY SHERIFF**

For The Period January 1, 2018 Through January 6, 2019

The former Bath County Sheriff applied for and received approval from the Auditor of Public Accounts (APA) to obtain an Agreed-Upon Procedures (AUP) engagement for calendar year 2019 in accordance with KRS 43.070(1)(c). AUP reports present the procedures performed and the results of those procedures, called findings. The summary below presents those findings for which an exception was identified during the AUP engagement.

During the AUP engagement of the former Bath County Sheriff, the following exceptions were noted:

- The former sheriff's operating disbursements were compared to the approved budget and the former sheriff overspent his operating budget by \$5,050.
- The former sheriff was paid \$90,221. The statutory maximum salary was \$86,880. This overpayment was due to the former sheriff receiving an additional payroll check in January 2019.

Findings related to procedures for which there were no exceptions identified, and official responses to exceptions are not included in the summary above, but can be found in the full report. An electronic copy of the report is available on the Auditor of Public Accounts' website at [www.auditor.ky.gov](http://www.auditor.ky.gov).

Respectfully submitted,

Mike Harmon  
Auditor of Public Accounts  
November 20, 2019



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

Independent Accountant's Report  
On Applying Agreed-Upon Procedures

The Honorable Bobby C. Rogers, Bath County Judge/Executive  
The Honorable John "Tuffy" Snedegar, Former Bath County Sheriff  
The Honorable Jessie Stewart, Bath County Sheriff  
Members of the Bath County Fiscal Court

We have performed the procedures enumerated below, which were agreed to by the former Bath County Sheriff, on receipts and disbursements, excess fees, recordkeeping, and leases, contracts, and liabilities for the period January 1, 2018 through January 6, 2019. The former Bath County Sheriff is responsible for the accountability for receipts and disbursements, excess fees, recordkeeping, and leases, contracts, and liabilities. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures enumerated below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are as follows:

1. Procedure -

Determine if the former sheriff has a fourth quarter financial statement, a receipts ledger, and a disbursements ledger.

Finding -

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

2. Procedure -

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

Finding -

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



The Honorable Bobby C. Rogers, Bath County Judge/Executive  
 The Honorable John "Tuffy" Snedegar, Former Bath County Sheriff  
 The Honorable Jessie Stewart, Bath County Sheriff  
 Members of the Bath County Fiscal Court  
 (Continued)

3. Procedure -

Compare the former sheriff's operating disbursements (fourth quarter or settlement amounts) to the budget approved by the fiscal court to see if the former sheriff overspent the budget.

Finding -

The former sheriff's operating disbursements were compared to the approved budget and the former sheriff over spent his operating budget by \$5,050.

4. Procedure -

Determine if the former sheriff has a settlement of excess fees that was approved by the fiscal court.

Finding -

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

5. Procedure -

Obtain a list of accounts prepared by the former sheriff that are applicable to the current period.

Finding -

No exceptions were found as a result of applying the procedure. The former sheriff maintained fee, special, and forfeiture accounts.

6. Procedure -

Determine if the former sheriff reconciled all bank accounts monthly. Re-perform the bank reconciliations for all accounts as of January 6, 2019, to determine what the reconciled ending balances are, and if bank reconciliations are accurate.

Finding -

No exceptions were found as a result of applying the procedure. The January 6, 2019 bank reconciliations were accurate. The balances of the former sheriff's accounts are:

<u>Account Name:</u>	<u>Reconciled Account Balance</u>
Fee Account	\$ 0
Special Account	\$ 0
Forfeiture Account	\$ 0

The Honorable Bobby C. Rogers, Bath County Judge/Executive  
The Honorable John "Tuffy" Snedegar, Former Bath County Sheriff  
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Members of the Bath County Fiscal Court  
(Continued)

7. Procedure -

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

Finding -

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

8. Procedure -

Determine if the former sheriff completed an annual asset forfeiture report. Determine if assets forfeited to the former sheriff, are properly accounted for by tracing the asset to bank deposit, receipts ledger, or asset ledger and determine if amounts due to commonwealth attorney were remitted.

Finding -

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

9. Procedure -

Determine if tax commissions are properly accounted for by computing the former sheriff's current calendar year tax commission from prior year taxes and current year taxes using the prior year sheriff tax settlement and current year recap of tax reports. Variances that exceed 1% of gross revenues or exceed \$20,000 will be reported.

Finding -

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

10. Procedure -

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

Finding -

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

The Honorable Bobby C. Rogers, Bath County Judge/Executive  
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 (Continued)

11. Procedure -

Determine excess fees due to the fiscal court by recalculating the difference between total receipts and total disbursements. Verify amounts paid to determine if additional excess fees are due to the fiscal court.

Finding -

Excess fees due to the fiscal court were recalculated and there are no additional excess fees due to the fiscal court.

Total Receipts	\$	330,430
Total Disbursements		<u>319,500</u>
Excess Fees Due County for 2018	\$	10,930
Payment to Fiscal Court - June 17, 2019		<u>10,930</u>
Balance Due Fiscal Court	\$	<u>0</u>

12. Procedure -

Verify that the former sheriff's maximum salary order for deputies was not overspent.

Finding -

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

13. Procedure -

Determine whether payroll charges are properly supported by verifying that timesheets are completed, maintained, approved, and support hours paid by inspecting one pay period's timesheets for all employees. (Not applicable to fee pooling counties)

Finding -

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

14. Procedure -

Determine that the former sheriff was paid the statutory maximum.

Finding -

The former sheriff was paid \$90,221. The statutory maximum salary was \$86,880. This overpayment was due to the former sheriff receiving an additional payroll check in January 2019.



The Honorable Bobby C Rogers, Bath County Judge/Executive  
The Honorable John "Tuffy" Snedegar, Former Bath County Sheriff  
The Honorable Jessie Stewart, Bath County Sheriff  
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(Continued)

15. Procedure -

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

Finding -

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

16. Procedure -

Verify the former sheriff was properly bonded.

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. 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 the receipts and disbursements, excess fees, recordkeeping, and leases, contracts, and liabilities of the former Bath County Sheriff. 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.

This report is intended solely for the information and use of the former Bath County Sheriff and the Bath County Fiscal Court, and is not intended to be and should not be used by anyone other than the specified parties.

Respectfully submitted,



Mike Harmon  
Auditor of Public Accounts

November 20, 2019