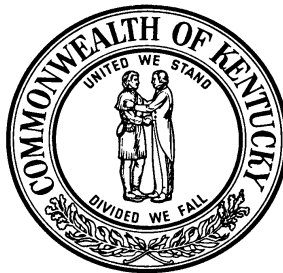


**REPORT OF THE AUDIT OF THE  
LETCHER COUNTY  
SHERIFF'S SETTLEMENT - 2018 TAXES**

**For The Period  
January 7, 2019 Through April 15, 2019**



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

To the People of Kentucky  
The Honorable Andy Beshear, Governor  
Holly M. Johnson, Secretary  
Finance and Administration Cabinet  
The Honorable Terry Adams, Letcher County Judge/Executive  
The Honorable Mickey Stines, Letcher County Sheriff  
Members of the Letcher County Fiscal Court

Independent Auditor's Report

**Report on the Financial Statement**

We have audited the Letcher County Sheriff's Settlement - 2018 Taxes for the period January 7, 2019 through April 15, 2019 - Regulatory Basis, and the related notes to the financial statement.

**Management's Responsibility for the Financial Statement**

Management is responsible for the preparation and fair presentation of the financial statement in accordance with accounting practices prescribed or permitted by the laws of Kentucky to demonstrate compliance with the Commonwealth of Kentucky's regulatory basis of accounting as described in Note 1. 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 the 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 Sheriff's Tax Settlements*, 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.



To the People of Kentucky  
The Honorable Andy Beshear, Governor  
Holly M. Johnson, Secretary  
Finance and Administration Cabinet  
The Honorable Terry Adams, Letcher County Judge/Executive  
The Honorable Mickey Stines, Letcher County Sheriff  
Members of the Letcher 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 Letcher County Sheriff on the basis of accounting practices prescribed or permitted by the laws of Kentucky to demonstrate compliance with the Commonwealth of Kentucky's regulatory basis of accounting, 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 taxes charged, credited, and paid of the Letcher County Sheriff, for the period January 7, 2019 through April 15, 2019.

### **Opinion on Regulatory Basis of Accounting**

In our opinion, the financial statement referred to above presents fairly, in all material respects, the taxes charged, credited, and paid for the period January 7, 2019 through April 15, 2019 of the Letcher County Sheriff, in accordance with the basis of accounting practices prescribed or permitted by the Commonwealth of Kentucky as described in Note 1.

### **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated March 3, 2020, on our consideration of the Letcher County Sheriff'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 Letcher County Sheriff's internal control over financial reporting and compliance.

To the People of Kentucky  
The Honorable Andy Beshear, Governor  
Holly M. Johnson, Secretary  
Finance and Administration Cabinet  
The Honorable Terry Adams, Letcher County Judge/Executive  
The Honorable Mickey Stines, Letcher County Sheriff  
Members of the Letcher County Fiscal Court

**Other Reporting Required by *Government Auditing Standards* (Continued)**

Based on the results of our audit, we have presented the accompanying Schedule of Findings and Responses, included herein, which discusses the following report comments:

- 2018-001 The Letcher County Sheriff Does Not Have Adequate Segregation Of Duties
- 2018-002 The Letcher County Sheriff's Tax Settlement Was Not Accurate
- 2018-003 The Letcher County Sheriff Did Not Have A Written Agreement To Protect Deposits

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Mike Harmon", with a long horizontal line extending to the right.

Mike Harmon  
Auditor of Public Accounts

March 3, 2020

LETCHER COUNTY  
MICKEY STINES, SHERIFF  
SHERIFF'S SETTLEMENT - 2018 TAXES

For The Period January 7, 2019 Through April 15, 2019

	County	Special Taxing Districts	School Taxing Districts	State
<u>Transfer From Outgoing Sheriff</u>				
Real Estate	\$ 179,797	\$ 312,413	\$ 614,623	\$ 111,456
Tangible	7,422	17,372	24,476	13,921
Additional Bills	119	212	384	85
Fire Protection	700			
Total Transfer From Outgoing Sheriff	<u>188,038</u>	<u>329,995</u>	<u>639,483</u>	<u>125,464</u>
<u>Other Taxes &amp; Charges</u>				
Franchise Taxes	132,321	281,454	500,115	
Penalties	8,497	14,780	28,206	5,307
Gross Chargeable to Sheriff	328,856	626,229	1,167,804	130,771
<u>Credits</u>				
Exonerations	2,047	3,786	5,688	1,892
Discounts	322	728	1,087	1
Delinquent Real Estate	63,380	109,247	223,946	39,108
Delinquent Tangible	4,700	11,000	15,160	10,768
Total Credits	70,449	124,761	245,881	51,769
Taxes Collected	258,407	501,468	921,923	79,002
Less: Sheriff's Commissions*	10,976	21,278	30,684	3,354
Taxes Due Districts	247,431	480,190	891,239	75,648
Taxes Paid	246,983	478,826	887,478	75,368
Refunds (Current and Prior Year)	308	552	997	147
Taxes Due Districts	<u>\$ 140</u>	<u>\$ 812</u>	<u>\$ 2,764</u>	<u>\$ 133</u>
		**	***	

\*, \*\*, and \*\*\* See next page.

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



LETCHER COUNTY  
 MICKEY STINES, SHERIFF  
 SHERIFF'S SETTLEMENT - 2018 TAXES  
 For The Period January 7, 2019 Through April 15, 2019  
 (Continued)

* Commissions:	
4.25% on	\$ 838,877
4% on	\$ 318,045
3% on	\$ 603,878
** Special Taxing Districts:	
Library District	\$ 90
Health District	58
Extension District	81
Soil Conservation District	<u>583</u>
Taxes Due Districts	<u>\$ 812</u>
*** School Taxing Districts	
Common School District	\$ 141
Jenkins Independent School District	<u>2,623</u>
Taxes Due Districts	<u>\$ 2,764</u>

LETCHER COUNTY  
NOTES TO FINANCIAL STATEMENT

April 15, 2019

Note 1. Summary of Significant Accounting Policies

A. Fund Accounting

The sheriff's office tax collection duties are limited to acting as an agent for assessed property owners and taxing districts. A fund is used to account for the collection and distribution of taxes. A fund is a separate accounting entity with a self-balancing set of accounts. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

B. Basis of Accounting

The financial statement has been prepared on a regulatory basis of accounting, which demonstrates compliance with the laws of Kentucky and is a special purpose framework. Basis of accounting refers to when charges, credits, and taxes paid are reported in the settlement statement. It relates to the timing of measurements regardless of the measurement focus.

Charges are sources of revenue which are recognized in the tax period in which they become available and measurable. Credits are reductions of revenue which are recognized when there is proper authorization. Taxes paid are uses of revenue which are recognized when distributions are made to the taxing districts and others.

C. Cash and Investments

KRS 66.480 authorizes the sheriff's office to invest in obligations of the United States and of its agencies and instrumentalities, obligations and contracts for future delivery or purchase of obligations backed by the full faith and credit of the United States, obligations of any corporation of the United States government, bonds or certificates of indebtedness of this state, and certificates of deposit issued by or other interest-bearing accounts of any bank or savings and loan institution which are insured by the Federal Deposit Insurance Corporation (FDIC) or which are collateralized, to the extent uninsured, by any obligation permitted by KRS 41.240(4).

D. Preparation of State Settlement

The Kentucky Department of Revenue conducts the settlement relating to taxes collected for the state under the provision of KRS 134.192(2)(a). This is reported as the "State Taxes" column on the financial statement.

Note 2. Deposits

The Letcher County Sheriff maintained deposits of public funds with depository institutions insured by the 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 sheriff 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, because the sheriff did not have a written agreement with the bank.

LETCHER COUNTY  
 NOTES TO FINANCIAL STATEMENT  
 April 15, 2019  
 (Continued)

Note 2. Deposits (Continued)

Custodial Credit Risk - Deposits

Custodial credit risk is the risk that in the event of a depository institution failure, the sheriff's deposits may not be returned. The sheriff 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 April 15, 2019, the sheriff's bank balance was exposed to custodial credit risk as follows:

- Uncollateralized and Uninsured           \$226,060

Note 3. Tax Collection Period

A. Property Taxes

The real and personal property tax assessments were levied as of January 1, 2018. Property taxes were billed to finance governmental services for the fiscal year ended June 30, 2019. Liens are effective when the tax bills become delinquent. The collection period for these assessments was January 7, 2019 through April 15, 2019.

B. Franchise Taxes

The franchise tax assessments were levied by the Department of Revenue for various tax years. Franchise taxes are billed to finance governmental services. Liens are effective when the tax bills become delinquent. The collection period for these assessments was January 7, 2019 through April 30, 2019.

Note 4. Interest Income

The Letcher County Sheriff earned \$99 as interest income on 2018 taxes. The sheriff was in substantial compliance with his statutory responsibilities.

Note 5. Sheriff's 10% Add-On Fee

The Letcher County Sheriff collected \$42,910 of 10% add-on fees allowed by KRS 134.119(7). This amount was used to operate the sheriff's office. As of March 3, 2020, the sheriff owed \$144 in 10% add-on fees to his fee account.

Note 6. Escrow Account

The sheriff deposited unrefundable payments in an interest-bearing account. The sheriff's escrowed beginning balance was \$6,423. The sheriff received \$254 and disbursed \$108 resulting in a total ending balance as of April 15, 2019 of \$6,569. The ending balance consists of escrowed of 2012 - \$3,639, 2013 - \$1,528, 2014 - \$230, 2015 - \$1,014, 2016 - \$144, and interest of \$14.

KRS 393.090 states that if the funds have not been claimed after three years, they are presumed abandoned. Abandoned funds are required to be sent to the Kentucky State Treasurer pursuant to KRS 393.110 and its accompanying regulations.

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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*

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

The Honorable Terry Adams, Letcher County Judge/Executive  
The Honorable Mickey Stines, Letcher County Sheriff  
Members of the Letcher 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 Letcher County Sheriff's Settlement - 2018 Taxes for the period January 7, 2019 through April 15, 2019 - Regulatory Basis and the related notes to the financial statement and have issued our report thereon dated March 3, 2020. The Letcher County Sheriff's financial statement is prepared on a regulatory basis of accounting, which demonstrates compliance with the Commonwealth of Kentucky's regulatory basis of accounting and budget laws, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statement, we considered the Letcher County Sheriff'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 Letcher County Sheriff's internal control. Accordingly, we do not express an opinion on the effectiveness of the Letcher County Sheriff'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, we identified certain deficiencies in internal control that we consider to be material weaknesses.

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 deficiencies described in the accompanying Schedule of Findings and Responses as items 2018-001, 2018-002, and 2018-003 to be material weaknesses.



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 Letcher County Sheriff's financial statement is free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the 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 instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying Schedule of Findings and Responses as items 2018-002 and 2018-003.

**Views of Responsible Official and Planned Corrective Action**

The Letcher County Sheriff's views and planned corrective action for the findings identified in our audit are described in the accompanying Schedule of Findings and Responses. The Letcher County Sheriff'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

March 3, 2020



## SCHEDULE OF FINDINGS AND RESPONSES

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LETCHER COUNTY  
MICKEY STINES, SHERIFF  
SCHEDULE OF FINDINGS AND RESPONSES

For The Period January 7, 2019 Through April 15, 2019

FINANCIAL STATEMENT FINDINGS:

2018-001 The Letcher County Sheriff's Office Does Not Have Adequate Segregation Of Duties

The sheriff's bookkeeper collects payments from customers, prepares receipts, prepares deposits, posts receipts to the receipts ledger, and reconciles the bank statements. The bookkeeper also prepares disbursement checks and monthly tax reports. There is not sufficient evidence available that would show that the sheriff or another employee periodically reviews deposits, ledgers, monthly reports, or the bank reconciliations to offset the risk caused by the lack of segregation of duties.

According to the sheriff's office, this condition is a result of a limited budget, which restricted the number of employees the sheriff could hire or delegate duties to. A lack of oversight could have resulted in undetected misappropriation of assets and inaccurate financial reporting to external agencies such as Department of Revenue.

The segregation of duties over various accounting functions such as preparing deposits, recording receipts and disbursements, and preparing monthly reports, or the implementation of compensating controls is essential for providing protection from asset misappropriation and inaccurate financial reporting. Additionally, proper segregation of duties protects employees in the normal course of performing their daily responsibilities.

We recommend the sheriff ensure that accounting duties are properly segregated in the future. If this is not feasible, the sheriff should implement adequate compensating controls that would limit the severity of this deficiency in internal controls.

*Sheriff's Response: Due to budget constraints this is not possible to attain for our office.*

2018-002 The Letcher County Sheriff's Tax Settlement Was Not Accurate

The Letcher County Sheriff did not prepare a complete and accurate settlement for 2018 tax collections. The franchise tax charges reported on the settlement were overstated by \$846,160. These errors occurred due to a lack of internal controls and oversight over financial reporting. As a result, the sheriff's settlement was materially overstated.

KRS 134.192(11) states, "[i]n counties containing a population of less than seventy thousand (70,000), the sheriff shall file annually with his or her settlement:

- (a) A complete statement of all funds received by his or her office for official services, showing separately the total income received by his or her office for services rendered, exclusive of his or her commissions for collecting taxes, and the total funds received as commissions for collecting state, county, and school taxes; and
- (b) A complete statement of all expenditures of his or her office, including his or her salary, compensation of deputies and assistants, and reasonable expenses."

We recommend the sheriff ensure that future settlements are reviewed for accuracy.

*Sheriff's Response: These services are contracted to an outside CPA to prevent this from happening. I do not feel like this should be listed as my fault when the work was contracted out.*

Auditor Reply: The sheriff is the responsible party for ensuring the settlement is complete and accurate even if someone prepares it on his behalf.

LETCHER COUNTY  
MICKEY STINES, SHERIFF  
SCHEDULE OF FINDINGS AND RESPONSES  
For The Period January 7, 2019 Through April 15, 2019  
(Continued)

FINANCIAL STATEMENT FINDINGS: (Continued))

2018-003 The Letcher County Sheriff Did Not Have A Written Agreement To Protect Deposits

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The Letcher County Sheriff maintained deposits of public funds with a local financial institution. Acting pursuant to KRS 68.210, the Commonwealth's state local finance officer has established a compilation of minimum accounting and financial reporting standards in the Department for Local Government's County Budget Preparation and State Local Finance Officer Policy Manual. Those standards call for daily deposits in a federally insured institution, the usage of an interest bearing account, and a perfected pledge of collateral to protect deposits in amounts greater than federal insurance limits. For a pledge of collateral to be properly perfected and legally binding, federal law (12 U.S.C.A. § 1823(e)) requires that the agreement be (a) in writing, (b) approved by and recorded in the minutes of the institution's board of directors or its loan committee, and (c) an official record of the depository institution. As of April 15, 2019, the public funds deposited by the sheriff that were in excess of federal insurance limits were not protected by a properly perfected pledge of collateral, putting public funds in the amount of \$226,060 at risk. The sheriff was unaware this written agreement needed to be obtained.

We recommend the sheriff work with the depository institution and obtain a written agreement to ensure that deposits are pledged in the future.

*Sheriff's Response: This has been corrected for future audits.*