



Auditor of Public Accounts
Mike Harmon

FOR IMMEDIATE RELEASE

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**Harmon Releases Agreed-Upon Procedures Engagement of Letcher County
Clerk's Fee Account**

FRANKFORT, Ky. – State Auditor Mike Harmon today released the 2019 agreed-upon procedures engagement of Letcher County Clerk Winston Meade. State law requires the auditor to conduct annual audits of county clerks and sheriffs.

In 2018 the Kentucky General Assembly, following a recommendation by the State Auditor, passed legislation that allows county sheriffs and clerks that met certain criteria to apply for an Agreed-Upon Procedures (AUP) engagement in lieu of an audit of their fee account. The intent of the change, which became effective in July 2018, was to reduce audit costs for sheriffs and clerks that have a history of clean audits, while still maintaining an appropriate level of accountability.

The Letcher County Clerk applied for and received approval from the Auditor of Public Accounts (APA) to obtain an 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. Auditors performed the procedures, which were agreed to by the Letcher County Clerk, on receipts and disbursements, excess fees, recordkeeping, and leases, contracts, and liabilities for the period January 1, 2019 through December 31, 2019.

The following exceptions were identified during the AUP engagement:

- **The county clerk did not perform monthly bank reconciliations for all accounts. The December 31, 2019 bank reconciliations were not accurate.**

County Clerk's Response: The bookkeeper does perform monthly reconciliations on all accounts except for Dept. Fish & Game. Due to change, it is almost impossible to reconcile. This was the case before as well. Bookkeeper will take balance from auditor and apply it forward.

- **Excess fees due to fiscal court were recalculated and there are \$7,916 additional excess fees due to the fiscal court.**

County Clerk's Response: The clerk made partial pymt settlement of \$9,000, pending audit, just like in previous years. It is presented as such to Fiscal Court. Clerk will pay the additional excess Final Settlement fees now that official audit is complete.

- **The county clerk's agreements and contract payments did agree to cost schedules and the services received were appropriate, for official business, and properly authorized. Liabilities requiring disclosure were not disclosed properly on the fourth quarter report.**

Clerk's Response: Bookkeeper will submit detailed schedule for 4th Qtr. in 2020.

The county clerk's responsibilities include collecting certain taxes, issuing licenses, maintaining county records and providing other services. The clerk's office is funded through statutory fees collected in conjunction with these duties.

The agreed-upon procedures report can be found on the [auditor's website](#).

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