



Auditor of Public Accounts  
Mike Harmon

**FOR IMMEDIATE RELEASE**

Contact: **Michael Goins**  
[Michael.Goins@ky.gov](mailto:Michael.Goins@ky.gov)  
**502.564.5841**  
**502.209.2867**

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

**FRANKFORT, Ky.** – State Auditor Mike Harmon today released the 2018 agreed-upon procedures engagement of Metcalfe County Clerk Carol England Chaney. 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 Metcalfe County Clerk applied for and received approval from the Auditor of Public Accounts (APA) to obtain an AUP engagement for calendar year 2018 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 Metcalfe County Clerk, on receipts and disbursements, excess fees, recordkeeping, and leases, contracts, and liabilities for the period January 1, 2018 through December 31, 2018.

The following exception was identified during the AUP engagement:

- **The county clerk did not perform monthly bank reconciliations for the grant and 941 payroll tax accounts. The December 31, 2018 bank reconciliation for the fee account was accurate. The December 31, 2018 bank reconciliation for the usage tax account was not properly documented and the ending balance was not reconciled properly. The reconciled balance of the grant and 941 payroll tax accounts are not known, as**

**reconciliations were not performed. The reconciled balance of the county clerk's fee account is \$0.**

*County Clerk's Response: We will do a reconciliation for these accounts. 941 are ACH accounts, in the future we will make notations of reconciliations. Checks are written from Fee Account, for those listed above, and it is reconciled.*

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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