

**REPORT OF THE AUDIT OF THE
FORMER POWELL COUNTY
CLERK**

**For The Year Ended
December 31, 2015**



**MIKE HARMON
AUDITOR OF PUBLIC ACCOUNTS
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EXECUTIVE SUMMARY
AUDIT OF THE
FORMER POWELL COUNTY CLERK

For The Year Ended
December 31, 2015

The Auditor of Public Accounts has completed the former Powell County Clerk's audit for the year ended December 31, 2015. Based upon the audit work performed, the financial statement presents fairly in all material respects, the receipts, disbursements, and excess fees in conformity with the regulatory basis of accounting.

Financial Condition:

Excess fees increased by \$2,023 from the prior year, resulting in excess fees of \$11,208 as of December 31, 2015. Receipts increased by \$115,335 from the prior year and disbursements increased by \$113,312.

Report Comments:

- 2015-001 The Former County Clerk Failed To Maintain Adequate Controls Over Payroll Processing To Ensure Accuracy
- 2015-002 The Former County Clerk Failed To Maintain Adequate Controls Regarding Oversight And Review Of Daily Functions

Deposits:

The former county clerk's deposits were insured and collateralized by bank securities.

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MIKE HARMON
AUDITOR OF PUBLIC ACCOUNTS

The Honorable James Anderson, Powell County Judge/Executive
The Honorable Rhonda Barnett, Former Powell County Clerk
The Honorable Karen Graham, Powell County Clerk
Members of the Powell County Fiscal Court

Independent Auditor's Report

Report on the Financial Statement

We have audited the accompanying Statement of Receipts, Disbursements, and Excess Fees - Regulatory Basis of the former County Clerk of Powell County, Kentucky, for the year ended December 31, 2015, 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 this 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 this 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 County Fee Officials* 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.



The Honorable James Anderson, Powell County Judge/Executive
The Honorable Rhonda Barnett, Former Powell County Clerk
The Honorable Karen Graham, Powell County Clerk
Members of the Powell 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 former Powell County Clerk on the basis of the 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 financial position of each fund of the former Powell County Clerk, as of December 31, 2015, or changes in financial position or cash flows thereof for the year then ended.

Opinion on Regulatory Basis of Accounting

In our opinion, the financial statement referred to above presents fairly, in all material respects, the receipts, disbursements, and excess fees of the former Powell County Clerk for the year ended December 31, 2015, 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 September 6, 2017, on our consideration of the former Powell County Clerk'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 entity's internal control over financial reporting and compliance.

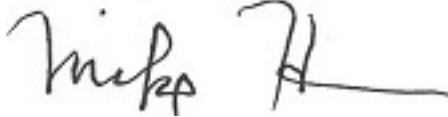
The Honorable James Anderson, Powell County Judge/Executive
The Honorable Rhonda Barnett, Former Powell County Clerk
The Honorable Karen Graham, Powell County Clerk
Members of the Powell County Fiscal Court

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

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

- 2015-001 The Former County Clerk Failed To Maintain Adequate Controls Over Payroll Processing To Ensure Accuracy
- 2015-002 The Former County Clerk Failed To Maintain Adequate Controls Regarding Oversight And Review Of Daily Functions

Respectfully submitted,

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

Mike Harmon
Auditor of Public Accounts

September 6, 2017

POWELL COUNTY
RHONDA BARNETT, FORMER COUNTY CLERK
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND EXCESS FEES - REGULATORY BASIS

For The Year Ended December 31, 2015

Receipts

State Grant		\$ 13,041	
State Revenue Supplement			65,767
Fiscal Court			3,941
Licenses and Taxes:			
Motor Vehicle-			
Licenses and Transfers	\$ 456,373		
Usage Tax	804,659		
Tangible Personal Property Tax	986,315		
Notary Fees	670		
Other-			
Fish and Game Licenses	15,935		
Marriage Licenses	4,722		
Deed Transfer Tax	20,061		
Delinquent Tax	186,290		2,475,025
Fees Collected for Services:			
Recordings-			
Deeds, Easements, and Contracts	6,455		
Real Estate Mortgages	11,041		
Chattel Mortgages and Financing Statements	47,005		
Powers of Attorney	1,089		
Affordable Housing Trust	12,126		
All Other Recordings	8,866		86,582
Other:			
Car Liens	10,398		
Elections	4,622		
Refunds	22,709		37,729
Interest Earned			193
Total Receipts			2,682,278

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

POWELL COUNTY
 RHONDA BARNETT, FORMER COUNTY CLERK
 STATEMENT OF RECEIPTS, DISBURSEMENTS, AND EXCESS FEES - REGULATORY BASIS
 For The Year Ended December 31, 2015
 (Continued)

Disbursements

Payments to State:

Motor Vehicle-

Licenses and Transfers \$ 329,413

Usage Tax 780,519

Tangible Personal Property Tax 376,201

Licenses, Taxes, and Fees-

Fish and Game Licenses 15,850

Delinquent Tax 21,399

Legal Process Tax 13,308

Affordable Housing Trust 12,126 \$ 1,548,816

Payments to Fiscal Court:

Tangible Personal Property Tax 91,573

Delinquent Tax 17,700

Deed Transfer Tax 16,581 125,854

Payments to Other Districts:

Tangible Personal Property Tax 478,866

Delinquent Tax 88,750 567,616

Payments to Sheriff

15,597

Payments to County Attorney

25,460

Tax Bill Preparation

2,474

Operating Disbursements and Capital Outlay:

Personnel Services-

Deputies' Salaries 110,652

Part-Time Salaries 22,429

Employee Benefits-

Employer's Share Social Security 15,218

Employer's Share Retirement 37,252

Employer's Paid Health Insurance 25,322

Contracted Services-

Advertising 3,083

Lease - Copier 4,607

Libraries and Archives Grant 13,041

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

POWELL COUNTY
 RHONDA BARNETT, FORMER COUNTY CLERK
 STATEMENT OF RECEIPTS, DISBURSEMENTS, AND EXCESS FEES - REGULATORY BASIS
 For The Year Ended December 31, 2015
 (Continued)

Disbursements (Continued)

Operating Disbursements and Capital Outlay: (Continued)

Materials and Supplies-			
Office Supplies	\$	8,437	
Other Charges-			
Conventions and Travel		2,721	
Dues		540	
Postage		2,343	
Insurance and Bonds		255	
Miscellaneous		14,028	\$ 259,928
Capital Outlay-			
Office Equipment		11,759	
Computer Equipment		4,467	
Computer Software & Support		18,806	35,032
Total Disbursements			<u>\$ 2,580,777</u>
Net Receipts			101,501
Less: Statutory Maximum			<u>82,752</u>
Excess Fees			18,749
Less: Expense Allowance		3,600	
Training Incentive		3,941	<u>7,541</u>
Excess Fees Due County for 2015			11,208
Payment to Fiscal Court - March 8, 2016			<u>7,825</u>
Balance Due Fiscal Court at Completion of Audit			<u>\$ 3,383</u>

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

POWELL COUNTY
NOTES TO FINANCIAL STATEMENT

December 31, 2015

Note 1. Summary of Significant Accounting Policies

A. Fund Accounting

A fee official uses a fund to report on the results of operations. 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.

A fee official uses a fund for fees to account for activities for which the government desires periodic determination of the excess of receipts over disbursements to facilitate management control, accountability, and compliance with laws.

B. Basis of Accounting

KRS 64.820 directs the fiscal court to collect any amount, including excess fees, due from the county clerk as determined by the audit. KRS 64.152 requires the county clerk to settle excess fees with the fiscal court by March 15 each year.

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. Under this regulatory basis of accounting, receipts and disbursements are generally recognized when cash is received or disbursed with the exception of accrual of the following items (not all-inclusive), at December 31 that may be included in the excess fees calculation:

- Interest receivable
- Collection on accounts due from others for 2015 services
- Reimbursements for 2015 activities
- Payments due other governmental entities for December tax and fee collections and payroll
- Payments due vendors for goods or services provided in 2015

The measurement focus of a fee official is upon excess fees. Remittance of excess fees is due to the county treasurer in the subsequent year.

C. Cash and Investments

KRS 66.480 authorizes the county clerk'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).

Note 2. Employee Retirement System and Other Post-Employment Benefits

The county official and employees have elected to participate in the County Employees Retirement System (CERS), pursuant to KRS 78.530 administered by the Board of Trustees of the Kentucky Retirement Systems (KRS). This is a cost sharing, multiple employer defined benefit pension plan, which covers all eligible full-time employees and provides for retirement, disability and death benefits to plan members. Benefit contributions and provisions are established by statute.

POWELL COUNTY
 NOTES TO FINANCIAL STATEMENT
 December 31, 2015
 (Continued)

Note 2. Employee Retirement System and Other Post-Employment Benefits (Continued)

Nonhazardous covered employees are required to contribute five percent of their salary to the plan. Nonhazardous covered employees who begin participation on or after September 1, 2008, are required to contribute six percent of their salary to the plan. The county's contribution rate for nonhazardous employees was 17.67 percent for the first six months and 17.06 percent for the last six months.

In accordance with Senate Bill 2, signed by the Governor on April 4, 2013, plan members who began participating on, or after, January 1, 2014, were required to contribute to the Cash Balance Plan. The Cash Balance Plan is known as a hybrid plan because it has characteristics of both a defined benefit plan and a defined contribution plan. Members in the plan contribute a set percentage of their salary each month to their own accounts. Members contribute five percent (nonhazardous) of their annual creditable compensation and one percent to the health insurance fund which is not credited to the member's account and is not refundable. The employer contribution rate is set annually by the Board based on an actuarial valuation. The employer contributes a set percentage of the member's salary. Each month, when employer contributions are received, an employer pay credit is deposited to the member's account. A member's account is credited with a four percent (nonhazardous) employer pay credit. The employer pay credit represents a portion of the employer contribution.

The former county clerk's contribution for calendar year 2013 was \$40,907, calendar year 2014 was \$37,701, and calendar year 2015 was \$37,252.

Benefits fully vest on reaching five years of service for nonhazardous employees. Aspects of benefits for nonhazardous employees include retirement after 27 years of service or age 65. Nonhazardous employees who begin participation on or after September 1, 2008, must meet the rule of 87 (member's age plus years of service credit must equal 87, and the member must be a minimum of 57 years of age) or the member is age 65, with a minimum of 60 months service credit.

CERS also provides post-retirement health care coverage as follows:

For members participating prior to July 1, 2003, years of service and respective percentages of the maximum contribution are as follows:

Years of Service	% paid by Insurance Fund	% Paid by Member through Payroll Deduction
20 or more	100%	0%
15-19	75%	25%
10-14	50%	50%
4-9	25%	75%
Less than 4	0%	100%

As a result of House Bill 290 (2004 General Assembly), medical insurance benefits are calculated differently for members who began participation on or after July 1, 2003. Once members reach a minimum vesting period of ten years, non-hazardous employees whose participation began on or after July 1, 2003, earn ten dollars per month for insurance benefits at retirement for every year of earned service without regard to a maximum dollar amount. This dollar amount is subject to adjustment annually based on the retiree cost of living adjustment, which is updated annually due to changes in the Consumer Price Index.

POWELL COUNTY
NOTES TO FINANCIAL STATEMENT
December 31, 2015
(Continued)

Note 2. Employee Retirement System and Other Post-Employment Benefits (Continued)

Historical trend information showing the CERS' progress in accumulating sufficient assets to pay benefits when due is presented in the Kentucky Retirement Systems' annual financial report. This report may be obtained by writing the Kentucky Retirement Systems, 1260 Louisville Road, Frankfort, KY 40601-6124, or by telephone at (502) 564-4646.

Note 3. Deposits

The former Powell County Clerk maintained deposits of public funds with depository institutions insured by the Federal Deposit Insurance Corporation (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 county clerk 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.

Custodial Credit Risk - Deposits

Custodial credit risk is the risk that in the event of a depository institution failure, the county clerk's deposits may not be returned. The former Powell County Clerk did not have a deposit policy for custodial credit risk but rather followed the requirements of KRS 66.480(1)(d) and KRS 41.240. As of December 31, 2015, all deposits were covered by FDIC insurance or a properly executed collateral security agreement.

Note 4. Grant

The former Powell County Clerk's office received a local records microfilming grant from the Kentucky Department for Libraries and Archives in the amount of \$24,284 during 2014. On January 1, 2015, the beginning balance in this account was \$13,047. Interest of \$16 was earned during 2015, and funds totaling \$13,041 were expended during the year. The unexpended grant balance was \$22 as of December 31, 2015.

Note 5. Lease Agreement

The former Powell County Clerk's office was committed to a lease agreement for a copier. The agreement requires a monthly payment of \$383 for 48 months to be completed on April 2017. The total balance of the agreement was \$6,132 as of December 31, 2015.

Note 6. Subsequent Event

The former Powell County Clerk, Rhonda Barnett, resigned on June 30, 2017. The Powell County Judge/Executive appointed Karen Graham as Powell County Clerk on July 5, 2017.

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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 James Anderson, Powell County Judge/Executive
The Honorable Rhonda Barnett, Former Powell County Clerk
The Honorable Karen Graham, Powell County Clerk
Members of the Powell 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 Statement of Receipts, Disbursements, and Excess Fees - Regulatory Basis of the former Powell County Clerk for the year ended December 31, 2015, and the related notes to the financial statement and have issued our report thereon dated September 6, 2017. The former Powell County Clerk'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 former Powell County Clerk'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 former Powell County Clerk's internal control. Accordingly, we do not express an opinion on the effectiveness of the former Powell County Clerk's internal control.

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. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section 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. Given these limitations, during our audit we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified. We identified certain deficiencies in internal control, which are described in the accompanying comments and recommendations as items 2015-001 and 2015-002 that we consider to be significant deficiencies.



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 former Powell County Clerk's financial statement is free of 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 an instance of noncompliance or other matters that is required to be reported under *Government Auditing Standards* and which is described in the accompanying comments and recommendations as item 2015-001.

Former County Clerk's Responses to Findings

The former Powell County Clerk's responses to the findings identified in our audit are described in the accompanying comments and recommendations. The former Powell County Clerk'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,

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Mike Harmon
Auditor of Public Accounts

September 6, 2017

COMMENTS AND RECOMMENDATIONS

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POWELL COUNTY
RHONDA BARNETT, FORMER COUNTY CLERK
COMMENTS AND RECOMMENDATIONS

For The Year Ended December 31, 2015

FINANCIAL STATEMENT FINDINGS:

2015-001 The Former County Clerk Failed To Maintain Adequate Controls Over Payroll Processing To Ensure Accuracy

The former county clerk's office lacked internal controls over timesheet processing. Review procedures were in place; however, they were not adequately performed to eliminate or reduce errors. Not all employees were required to submit timesheets and one employee was paid outside the payroll system without deductions taken from paychecks. The lack of adequate review over payroll records and compliance with applicable laws led to multiple issues.

As a result of inadequate controls, the auditor noted the following:

- One employee was paid as contract work; however, the employee is essentially part time and should have received a W-2.
- Timesheets did not reflect overtime worked; however, we found four instances totaling \$190 of payments to employees outside of the payroll system which was for overtime and no deductions were taken.
- One salaried employee did not turn in a timecard but was paid her regular pay.

KRS 141.335 requires that employers who deduct and withhold from an employee a tax under KRS 141.310 or 141.315, shall furnish employees with a written statement that includes the total amount of wages and deductions withheld.

KRS 337.320(1) states "[e]very employer shall keep a record of: (a) The amount paid each pay period to each employee; (b) The hours worked each day and each week by each employee; and (c) Such other information as the commissioner requires." Section (2) requires that "[s]uch records shall be kept on file for at least one (1) year after entry. They shall be open to inspection. . .at any reasonable time, and every employer shall furnish to the commissioner or the commissioner's authorized representative on demand a sworn statement of them."

KRS 337.285(1) states, "[n]o employer shall employ any of his employees for a work week longer than forty (40) hours, unless such employee receives compensation for his employment in excess of forty (40) hours in a work week at a rate of not less than one and one-half (1-1/2) times the hourly wage rate at which he is employed."

We recommend the county clerk's office strengthen controls over payroll and ensure compliance with applicable laws and regulations. All employees should be required to submit timesheets detailing hours worked per day. Any employee working over 40 hours should be paid overtime, and it should be processed with regular payroll.

Former County Clerk's Response: Clerk improved control over payroll.

2015-002 The Former County Clerk Failed To Maintain Adequate Controls Regarding Oversight And Review Of Daily Functions

The former county clerk failed to maintain adequate oversight and review of daily office functions during calendar year 2015. Timely review and reconciliation was not performed resulting in multiple issues such as various inaccuracies in financial reporting and late bills. The former county clerk failed to provide adequate oversight and review of daily work to ensure accuracy. Reconciliations on all accounts were not performed timely and accuracy of work was not confirmed by the former county clerk. As a result of inadequate review and reconciliation, the former county clerk's usage account had deposit errors and corrections totaling \$17,419 during the year.

POWELL COUNTY
RHONDA BARNETT, FORMER COUNTY CLERK
COMMENTS AND RECOMMENDATIONS
For The Year Ended December 31, 2015
(Continued)

FINANCIAL STATEMENT FINDINGS: (Continued)

2015-002 The Former County Clerk Failed To Maintain Adequate Controls Regarding Oversight And Review Of Daily Functions (Continued)

We found three months where a lease payment was not made on a copier and other months there would be multiple payments. Good internal controls dictate that strong supervisor review and oversight can reduce the risk of misstatement and uncorrected errors. We recommend the county clerk's office strengthen controls over daily work by providing a strong oversight and review process. This review should include reviewing daily work, payment of daily expenditures on time, review of bank statements/bank reconciliations, and providing a strong presence within the office.

Former County Clerk's Response: Lack of funds prohibit adequate staff for daily oversight. Errors are corrected, however it is sometimes later in the month.