

**REPORT OF THE AUDIT OF THE  
CAMPBELL COUNTY  
CLERK**

**For The Year Ended  
December 31, 2017**



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

The Honorable Steve Pendery, Campbell County Judge/Executive  
The Honorable Jim Luersen, Campbell County Clerk  
Members of the Campbell County Fiscal Court

Independent Auditor's Report

**Report on the Financial Statements**

We have audited the accompanying Statement of Receipts and Disbursements - Regulatory Basis of the County Clerk of Campbell County, Kentucky and the Statement of Receipts, Disbursements, and Fund Balances of the County Clerk's Operating Fund and County Fund with the State Treasurer - Regulatory Basis for the year ended December 31, 2017, and the related notes to the financial statements.

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

Management is responsible for the preparation and fair presentation of these financial statements 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 and budget laws. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.

**Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements 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 statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, 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 statements 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 statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

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The Honorable Steve Pendery, Campbell County Judge/Executive  
The Honorable Jim Luersen, Campbell County Clerk  
Members of the Campbell County Fiscal Court

**Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles**

As described in Note 1 of the financial statements, the financial statements are prepared by the Campbell 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 statements 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 Opinions on U.S. Generally Accepted Accounting Principles paragraph, the financial statements referred to above do not present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of each fund of the Campbell County Clerk, as of December 31, 2017, 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 statements referred to above present fairly, in all material respects, the receipts and disbursements of the Campbell County Clerk and the receipts, disbursements, and fund balances of the Campbell County Clerk’s operating fund and county fund with the state treasurer for the year ended December 31, 2017, 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 August 23, 2018, on our consideration of the Campbell County Clerk’s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is solely 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. This 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.

Respectfully submitted,



Mike Harmon  
Auditor of Public Accounts

August 23, 2018

CAMPBELL COUNTY  
JIM LUERSEN, COUNTY CLERK  
STATEMENT OF RECEIPTS AND DISBURSEMENTS - REGULATORY BASIS

For The Year Ended December 31, 2017

Receipts

State Grants		\$ 44,945
State Fees For Services:		
Tax Bill Preparation	\$ 6,128	
Registration of Voters	832	
State Reimbursements	<u>24,387</u>	31,347
Fiscal Court		141,594
Licenses and Taxes:		
Motor Vehicle-		
Licenses and Transfers	2,294,228	
Usage Tax	8,684,604	
Tangible Personal Property Tax	9,191,416	
Notary Fees	51,822	
Lien Release Fees	29,370	
Miscellaneous Income	18,967	
Other-		
Marriage Licenses	28,294	
Miscellaneous License	125	
Deed Transfer Tax	426,556	
Delinquent Tax	<u>721,019</u>	21,446,401
Fees Collected for Services:		
Recordings-		
Deeds, Easements, and Contracts	51,543	
Real Estate Mortgages	202,442	
Chattel Mortgages and Financing Statements	186,046	
Powers of Attorney	4,238	
Affordable Housing Trust	89,676	
Miscellaneous Recordings	16,143	
All Other Recordings	28,519	
Charges for Other Services-		
Candidate Filing Fees	1,150	
Copywork	34,656	
Postage	9,003	
Miscellaneous Reimbursements	14,430	
Refunds/Overpayments	<u>1,218</u>	<u>639,064</u>
Total Receipts		22,303,351

The accompanying notes are an integral part of the financial statements.

CAMPBELL COUNTY  
 JIM LUERSEN, COUNTY CLERK  
 STATEMENT OF RECEIPTS AND DISBURSEMENTS - REGULATORY BASIS  
 For The Year Ended December 31, 2017  
 (Continued)

Disbursements

Payments to State:

Motor Vehicle-

Licenses and Transfers	\$ 1,551,068	
Usage Tax	8,420,964	
Tangible Personal Property Tax	2,667,749	
Licenses, Taxes, and Fees-		
Delinquent Tax	74,212	
Legal Process Tax	73,290	
Affordable Housing Trust	<u>89,676</u>	\$ 12,876,959

Payments to Fiscal Court:

Tangible Personal Property Tax	713,717	
Delinquent Tax	114,125	
Deed Transfer Tax	<u>405,228</u>	1,233,070

Payments to Other Districts:

Tangible Personal Property Tax	5,526,944	
Delinquent Tax	<u>322,395</u>	5,849,339

Payments to Sheriff

59,887

Payments to County Attorney

88,860

Other Disbursements:

Index Scanning	44,945	
Election Expense	13,785	
Miscellaneous	<u>445</u>	<u>59,175</u>

Total Disbursements \$ 20,167,290

Net Receipts 2,136,061

Payments to State Treasurer:

75% Operating Fund *	1,627,956	
25% County Fund	<u>479,710</u>	<u>2,107,666</u>

Balance Due 75% Operating Fund at Completion of Audit \$ 28,395

\* Includes reimbursed expenses in the amount of \$199,354 for the audit period.  
 See Note 1 of Notes to Financial Statements.

The accompanying notes are an integral part of the financial statements.



CAMPBELL COUNTY  
 JIM LUERSEN, COUNTY CLERK  
 STATEMENT OF RECEIPTS, DISBURSEMENTS, AND  
 FUND BALANCES OF THE COUNTY CLERK'S OPERATING FUND  
 AND COUNTY FUND WITH THE STATE TREASURER - REGULATORY BASIS

For The Year Ended December 31, 2017

	75% Operating Fund	25% County Fund	Totals
	_____	_____	_____
Fund Balance - January 1, 2017	\$ 66,809	\$	\$ 66,809
 <u>Receipts</u>			
Fees Paid to State - Operating Funds (75%)	1,627,956		1,627,956
Fees Paid to State - County Funds (25%)		479,710	479,710
	_____	_____	_____
Total Funds Available	1,694,765	479,710	2,174,475
 <u>Disbursements</u>			
Campbell County Fiscal Court		479,710	479,710
Personnel Services-			
Official's Statutory Maximum	110,408		110,408
Official's Expense Allowance	3,600		3,600
Official's Training Incentive	3,039		3,039
Deputies' Salaries	740,512		740,512
Overtime Gross	64,864		64,864
Employee Benefits-			
Employer's Share Social Security	70,351		70,351
Employer's Share Retirement	169,925		169,925
Employer's Share Health Insurance	247,418		247,418
Employer's Share Life Insurance	1,215		1,215
Employer's Share Dental Insurance	16,284		16,284
Workers' Compensation	2,885		2,885
Unemployment Insurance	1,562		1,562
Contracted Services-			
Software License and Service	35,760		35,760

The accompanying notes are an integral part of the financial statements.

CAMPBELL COUNTY  
 JIM LUERSEN, COUNTY CLERK  
 STATEMENT OF RECEIPTS, DISBURSEMENTS, AND  
 FUND BALANCES OF THE COUNTY CLERK'S OPERATING FUND  
 AND COUNTY FUND WITH THE STATE TREASURER - REGULATORY BASIS  
 For The Year Ended December 31, 2017  
 (Continued)

	75%	25%	
	Operating	County	
	Fund	Fund	Totals
	<u>          </u>	<u>          </u>	<u>          </u>
<u>Disbursements (Continued)</u>			
Supplies and Materials-			
Office Supplies	\$ 27,454	\$	\$ 27,454
Other Charges-			
Conventions and Travel	2,550		2,550
Bonds	16,075		16,075
Hardware Maintenance	39,968		39,968
Copy Machine Maintenance	9,881		9,881
Postage	14,298		14,298
Miscellaneous	6,636		6,636
	<u>          </u>	<u>          </u>	<u>          </u>
Total Disbursements	<u>1,584,685</u>	<u>479,710</u>	<u>2,064,395</u>
Fund Balance - December 31, 2017	<u>\$ 110,080</u>	<u>\$ 0</u>	<u>\$ 110,080</u>

The accompanying notes are an integral part of the financial statements.

CAMPBELL COUNTY  
NOTES TO THE FINANCIAL STATEMENTS

December 31, 2017

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 due from the county clerk as determined by the audit.

KRS 64.350 establishes that a fee official in counties with a population over 70,000 has two funds with the state treasurer for the deposit of fees collected. Seventy-five percent (75%) of the fees collected are deposited in the county clerk's operating fund and used for office expenses of the fee official. The remaining twenty-five percent (25%) of fees collected are deposited to the county fiscal court fund and paid to the fiscal courts, urban-county governments, or consolidated local governments of the respective counties quarterly no later than April 15, July 15, October 15, and January 15. These funds are closed at the end of each official term by paying the balances to the respective county government.

Also, fee official office revenues could be considered reimbursed expenses. All reimbursed expenses are treated as revenue in the 75 percent fund.

The financial statements have been prepared on a regulatory basis of accounting, which demonstrates compliance with the laws of Kentucky and is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. 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:

- Interest receivable
- Collection on accounts due from others for 2017 services
- Reimbursements for 2017 activities
- Payments due other governmental entities for December tax and fee collections
- Payroll expenditures incurred but not paid
- Payments due vendors for goods or services provided in 2017

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).

CAMPBELL COUNTY  
 NOTES TO THE FINANCIAL STATEMENTS  
 December 31, 2017  
 (Continued)

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

The county official and employees have elected to participate, pursuant to KRS 78.530, in the County Employees Retirement System (CERS), which is 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.

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 be allocated as follows: five percent will go to the member's account and one percent will go to the KRS insurance fund. The county's contribution rate for nonhazardous employees was 18.68 percent for the first six months and 19.18 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 account. Nonhazardous members contribute five percent 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 nonhazardous member's account is credited with a four percent employer pay credit. The employer pay credit represents a portion of the employer contribution.

The county clerk's contribution for calendar year 2015 was \$158,110, calendar year 2016 was \$162,998, and calendar year 2017 was \$169,925.

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.

Health Insurance Coverage

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:

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

CAMPBELL COUNTY  
 NOTES TO THE FINANCIAL STATEMENTS  
 December 31, 2017  
 (Continued)

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

Health Insurance Coverage (Continued)

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.

KRS issues a publicly available financial report that includes financial statements and required supplementary information on CERS. 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.

KRS also issues a proportionate share audit report that includes the total pension liability for CERS determined by actuarial valuation as well as each participating county's proportionate share. The Schedules of Employer Allocations and Pension Amounts by Employer report and the related actuarial tables are available online at <https://kyret.ky.gov>. The complete actuarial valuation report, including all actuarial assumptions and methods, is also available on the website or can be obtained as described in the paragraph above.

Note 3. Deposits

The Campbell 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 Campbell County Clerk 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. As of December 31, 2017, all deposits were covered by FDIC insurance or a properly executed collateral security agreement. However, as of September 6, 2017, public funds were exposed to custodial credit risk because the bank did not adequately collateralize the county clerk's deposits in accordance with the security agreement.

- Uncollateralized and Uninsured \$505,499

Note 4. Bond Account

The Campbell County Clerk maintained an account for the receipts and disbursements of mechanic's bonds. The beginning balance was \$75,004 on January 1, 2016. Total receipts were \$161,777 with disbursements of \$74,124, leaving the account with a balance of \$162,657 on December 31, 2017.

CAMPBELL COUNTY  
 NOTES TO THE FINANCIAL STATEMENTS  
 December 31, 2017  
 (Continued)

Note 5. Delinquent Tax Account

The Campbell County Clerk maintained an account for delinquent tax bills. The beginning balance on January 1, 2016, was \$45,093. Total receipts during calendar year 2017 were \$12,259 and disbursements totaled \$2,042. This left the account with a balance of \$55,310 on December 31, 2017.

Note 6. Libraries and Archives Grants

- A. The Campbell County Clerk received a grant from the Kentucky Department for Libraries and Archives in the amount of \$55,233. No funds were expended and the account was closed and the money returned to the Kentucky State Treasurer.
- B. The Campbell Clerk received a grant from the Kentucky Department for Libraries and Archives in the amount of \$44,945 for scanning, indexing and uploading images of their local records. All of these funds were disbursed and the account was closed in the beginning of 2018.

Note 7. Courthouse Commission

The Campbell County Clerk's office maintains a courthouse commission account that escrows taxes collected for the courthouse commission district, which is no longer a taxing district and cannot accept any tax collection revenue. The beginning balance on January 1 2017, was \$11,308. Total receipts during the year were \$5 and total disbursements were \$7. This left the account with a balance of \$11,306 on December 31, 2017.

Note 8. Lease

The Campbell County Clerk's office is committed to a lease agreement for software. The agreement is for four years, requires a yearly payment of \$35,760, and renews automatically for additional one-year terms thereafter. The total remaining balance of the agreement was \$35,760 as of December 31, 2017.

Note 9. Escrow Account

The clerk deposited uncashed outstanding checks in an interest-bearing account. The clerk's escrowed amounts were as follows:

2015	\$2,010
2016	\$2,567
2017	\$4,919

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.

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND  
ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF THE FINANCIAL  
STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

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

The Honorable Steve Pendery, Campbell County Judge/Executive  
The Honorable Jim Luersen, Campbell County Clerk  
Members of the Campbell County Fiscal Court

Report On Internal Control Over Financial Reporting And  
On Compliance And Other Matters Based On An Audit Of The Financial  
Statements 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 and Disbursements - Regulatory Basis of the County Clerk of Campbell County, Kentucky, the Statement of Receipts, Disbursements, and Fund Balances of the County Clerk's Operating Fund and County Fund with the State Treasurer - Regulatory Basis for the year ended December 31, 2017, and the related notes to the financial statements, and have issued our report thereon dated August 23, 2018. The Campbell County Clerk's financial statements are 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 statements, we considered the Campbell County Clerk's internal control over financial reporting (internal control) to determine audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Campbell County Clerk's internal control. Accordingly, we do not express an opinion on the effectiveness of the Campbell 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 combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements 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 was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

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Report On Internal Control Over Financial Reporting And  
On Compliance And Other Matters Based On An Audit Of The Financial  
Statements Performed In Accordance With *Government Auditing Standards*  
(Continued)

**Compliance And Other Matters**

As part of obtaining reasonable assurance about whether the Campbell County Clerk's financial statements are 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 no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**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,

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

August 23, 2018