

**REPORT OF THE AUDITOR OF PUBLIC ACCOUNTS  
AGREED-UPON PROCEDURES ENGAGEMENT  
OF THE  
CAMPBELL COUNTY CLERK**

**For The Period  
January 1, 2018 Through December 31, 2018**



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

**SUMMARY OF PROCEDURES AND FINDINGS**

**AGREED-UPON PROCEDURES OF THE**  
**CAMPBELL COUNTY CLERK**

For The Period January 1, 2018 Through December 31, 2018

The Campbell County Clerk applied for and received approval from the Auditor of Public Accounts (APA) to obtain an Agreed-Upon Procedures (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. The summary below presents those findings for which an exception was identified during the AUP engagement.

During the AUP engagement of the Campbell County Clerk, the following exceptions were noted:

- The county clerk has not reconciled the 75% account to the EMARS 2550 Report. The unreconciled balance as of December 31, 2018, is \$134,557.
- The clerk should turn over \$15,318 to the fiscal court since the state repository account has been closed.

Findings related to procedures for which there were no exceptions identified, and official responses to exceptions are not included in the summary above, but can be found in the full report. An electronic copy of the report is available on the Auditor of Public Accounts' website at [www.auditor.ky.gov](http://www.auditor.ky.gov).

Respectfully submitted,

Mike Harmon  
Auditor of Public Accounts  
October 11, 2019



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

Independent Accountant's Report  
On Applying Agreed-Upon Procedures

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

We have performed the procedures enumerated below, which were agreed to by the Campbell 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 Campbell County Clerk is responsible for the accountability for receipts and disbursements, excess fees, recordkeeping, and leases, contracts, and liabilities. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures enumerated below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are as follows:

1. Procedure -

Determine if the county clerk has a fourth quarter financial statement, a receipts ledger, and a disbursements ledger.

Finding -

No exceptions were found as a result of applying the procedure.

2. Procedure -

Determine that the county clerk's fourth quarter financial statement agrees to the county clerk's receipts ledger and disbursements ledger. Variances in total revenues or total disbursements that exceed 1% of gross revenues or exceed \$20,000 will be reported.

Finding -

No exceptions were found as a result of applying the procedure.

3. Procedure -

Compare the county clerk's operating disbursements (Total disbursements per EMARS 2550 Reconciliation) to the general term order approved by the fiscal court or other approving authority to see if the county clerk overspent the general term order.

Finding -

No exceptions were found as a result of applying the procedure.



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

4. Procedure -

Determine if the county clerk has reconciled the 75% account to the EMARS 2550 report.

Finding -

The county clerk has not reconciled the 75% account to the EMARS 2550 Report. The unreconciled balance as of December 31, 2018, is \$134,557.

*Clerk's Response: The EMARS balance for 2018 end of term in the amount of \$134,556.81 was turned over to Fiscal Court by check dated May 1, 2019.*

5. Procedure -

Obtain a list of accounts prepared by the county clerk that are applicable to the current calendar year.

Finding -

No exceptions were found as a result of applying the procedure. The county clerk maintains general 2018, 2017, 2016, and 2015, bond, delinquent tax, courthouse commission escrow, online renewal, IRS, petty cash, and escrow accounts.

6. Procedure -

Determine if the county clerk reconciles all bank accounts monthly. Re-perform the bank reconciliations for all accounts as of December 31, 2018, to determine what the reconciled balances are and if the bank reconciliations are accurate. Determine if any additional funds are due to the state repository for 75% or 25% accounts.

Finding -

The clerk should turn over \$15,318 to the fiscal court since the state repository account has been closed. The balances of the county clerk's accounts are:

<u>Account Name:</u>	<u>Reconciled Account Balance:</u>
2018 General Account	\$ 15,317.62
Petty Cash Account	\$ 0
Delinquent Tax Account	\$ 60,109.61
Bond Account	\$ 18,443.11
IRS Account	\$ 373.84
Online Renewal Account	\$ 0
Courthouse Comm. Escrow Account	\$ 11,306.06
Escrow Account	\$ 7,367.94
2017 General Account	\$ 0
2016 General Account	\$ 0
2015 General Account	\$ 0

*Clerk's Response: The balance of \$15,317.62 will be turned over to Fiscal Court. The office was waiting for completion of audit to proceed.*

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

7. Procedure -

Determine if receipts are properly accounted for by comparing batched receipts to daily check-out sheets, deposit tickets, receipts ledger, and bank statements for a randomly selected week.

Finding -

No exceptions were found as a result of applying the procedure.

8. Procedure -

Determine if the county clerk prepared 12 monthly reports for delinquent tax. Test payments to districts for one randomly selected month's delinquent tax disbursements to confirm that payments were made timely and disbursements agreed to the monthly report.

Finding -

No exceptions were found as a result of applying the procedure.

9. Procedure -

Judgmentally select 15 operating disbursements from county clerk's records and agree amounts to paid invoices or other supporting documentation and cancelled checks. Determine if the disbursement is for official business. Inspect all credit card statements (if any) to determine if disbursements are for official business.

Finding -

No exceptions were found as a result of applying the procedure.

10. Procedure -

Judgmentally select one month's Imprest Cash voucher and review the attached receipts to determine if disbursements are for official business. Verify Imprest Cash vouchers are submitted monthly and agree to amounts reimbursed by the 75% account.

Finding -

No exceptions were found as a result of applying the procedure.

11. Procedure -

Verify that the county clerk's maximum salary order for deputies was not overspent.

Finding -

No exceptions were found as a result of applying the procedure.

The Honorable Steve Pendery, Campbell County Judge/Executive  
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(Continued)

12. Procedure -

Determine whether payroll charges are properly supported by verifying that timesheets are completed, maintained, approved, and support hours paid by inspecting one pay period's timesheets for all employees.

Finding -

No exceptions were found as a result of applying the procedure.

13. Procedure -

Determine that the county clerk was paid the statutory maximum.

Finding -

The county clerk was paid \$117,908. The statutory maximum salary was \$117,908.

14. Procedure -

Scan lease agreements and service contracts and compare to actual payments. Determine if services received were appropriate, for official business, and properly authorized. Determine if liabilities requiring disclosure were properly disclosed on the fourth quarter financial statement.

Finding -

No exceptions were found as a result of applying the procedure.

15. Procedure -

Verify the county clerk is properly bonded.

Finding -

No exceptions were found as a result of applying the procedure.



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

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to, and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the receipts and disbursements, excess fees, recordkeeping, and leases, contracts, and liabilities of the Campbell County Clerk. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the Campbell County Clerk and the Campbell County Fiscal Court, and is not intended to be and should not be used by anyone other than the specified parties.

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

October 11, 2019