

**REPORT OF THE AUDIT OF THE  
KENTON 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 Kris Knochelmann, Kenton County Judge/Executive  
The Honorable Gabrielle Summe, Kenton County Clerk  
Members of the Kenton 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 Kenton 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 Kris Knochelmann, Kenton County Judge/Executive  
The Honorable Gabrielle Summe, Kenton County Clerk  
Members of the Kenton 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 Kenton 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 Kenton 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 Kenton County Clerk and the receipts, disbursements, and fund balances of the Kenton 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 November 20, 2018, on our consideration of the Kenton 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

November 20, 2018

KENTON COUNTY  
GABRIELLE SUMME, COUNTY CLERK  
STATEMENT OF RECEIPTS AND DISBURSEMENTS - REGULATORY BASIS

For The Year Ended December 31, 2017

Receipts

State Grant	\$	4,820	
State Fees For Services		85,888	
Fiscal Court		118,792	
Licenses and Taxes:			
Motor Vehicle-			
Licenses and Transfers	\$	3,912,424	
Usage Tax		15,374,016	
Tangible Personal Property Tax		15,336,126	
Notary Fees		29,352	
Fax Fees		7,173	
Other-			
Marriage Licenses		38,583	
Occupational Licenses		3,729	
Redeemed Tax		6,180	
Deed Transfer Tax		753,170	
Delinquent Tax		2,192,325	37,653,078
Fees Collected for Services:			
Recordings-			
Deeds, Easements, and Contracts		116,550	
Real Estate Mortgages		357,344	
Chattel Mortgages and Financing Statements		323,808	
Powers of Attorney		10,813	
All Other Recordings		245,876	
Charges for Other Services-			
Copywork		21,551	
Postage		78,617	1,154,559
Other:			
Bad Check Fees and Envision Solutions		9,187	
IRS Direct Deposit		2,387	
Miscellaneous		75,682	87,256
Interest Earned			3,387
Total Receipts			39,107,780

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

KENTON COUNTY  
 GABRIELLE SUMME, 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 \$2,670,805

Usage Tax 14,911,905

Tangible Personal Property Tax 4,783,171

Licenses, Taxes, and Fees-

Marriage Licenses 20,344

Delinquent Tax 157,171

Legal Process Tax 112,425

Redeemed Tax 4,655

Affordable Housing Trust 218,819 \$22,879,295

Payments to Fiscal Court:

Tangible Personal Property Tax 1,522,250

Delinquent Tax 186,731

Deed Transfer Tax 715,511

Occupational Licenses 1,871 2,426,363

Payments to Other Districts:

Tangible Personal Property Tax 8,363,279

Delinquent Tax 1,182,911 9,546,190

Payments to Sheriff

170,557

Payments to County Attorney

298,646

Other Disbursements:

Indexing and Scanning 4,820

All other Refunds 3,442

Miscellaneous 822 9,084

Total Disbursements

\$35,330,135

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



KENTON COUNTY  
GABRIELLE SUMME, COUNTY CLERK  
STATEMENT OF RECEIPTS AND DISBURSEMENTS - REGULATORY BASIS  
For The Year Ended December 31, 2017  
(Continued)

Net Receipts			\$ 3,777,645
Payments to State Treasurer:			
75% Operating Fund *	\$ 2,918,829		
25% County Fund	<u>857,407</u>	<u>3,776,236</u>	
Balance Due at Completion of Audit			<u>\$ 1,409</u>

\* Includes reimbursed expenses in the amount of \$346,984 for the audit period.  
See Note 1 of Notes to Financial Statements.

KENTON COUNTY  
 GABRIELLE SUMME, 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	\$ 1,270,807	\$	\$ 1,270,807
<u>Receipts</u>			
Fees Paid to State - Operating Funds (75%)	2,918,829		2,918,829
Fees Paid to State - County Funds (25%)		857,407	857,407
Total Funds Available	4,189,636	857,407	5,047,043
<u>Disbursements</u>			
Kenton County Fiscal Court		857,407	857,407
Personnel Services-			
Official's Statutory Maximum	115,473		115,473
Official's Expense Allowance	3,600		3,600
Official's Training Incentive	4,052		4,052
Deputies' Salaries	1,183,118		1,183,118
Employee Benefits-			
Employer's Share Social Security	97,417		97,417
Employer's Share Retirement	244,702		244,702
Employer's Share Health Insurance	224,568		224,568
Employer's Share Life/Dental/Vision/FSA Insurance	6,103		6,103
Workers' Compensation	4,779		4,779
Supplies and Materials-			
Office Supplies	19,438		19,438
Other Charges-			
Drinking Water	1,982		1,982
Telephone	27,750		27,750
Training	8,570		8,570
Parking	9,520		9,520
Postage	18,877		18,877

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

KENTON COUNTY  
 GABRIELLE SUMME, 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>			
Other Charges- (Continued)			
Lease - Phone System	\$ 675	\$	\$ 675
Lease - Copiers	8,200		8,200
Lease - Postage Meter	1,208		1,208
Insurance	42,666		42,666
Travel	11,069		11,069
Maintenance	7,157		7,157
Capital Outlay-			
Office Equipment	<u>32,365</u>		<u>32,365</u>
Total Disbursements	<u>2,073,289</u>	<u>857,407</u>	<u>2,930,696</u>
Fund Balance - December 31, 2017	<u>\$2,116,347</u>	<u>\$ 0</u>	<u>\$2,116,347</u>

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

KENTON 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).

KENTON 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 \$222,401, calendar year 2016 was \$229,078, and calendar year 2017 was \$244,702.

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%

KENTON 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 Kenton 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 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.

Note 4. State Grant

The Kenton County Clerk received a local records microfilming grant from the Kentucky Department for Libraries and Archives in the amount of \$41,100 in 2016. The remaining balance on January 1, 2017, was \$4,799 plus interest of \$21 from 2016 totaling \$4,820. Funds totaling \$4,820 were expended during the year. All funds were expended and the account was closed in June of 2017.

Note 5. Bankruptcy Account

The Kenton County Clerk maintained a separate bank account for the receipt and disbursement of bankruptcies and mechanic's bonds. The January 1, 2017 balance was \$84,410. Deposits into the bankruptcy account during 2017 totaled \$20,915, with disbursements totaling \$53,169, leaving an ending balance of \$52,156 as of December 31, 2017.

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

Note 6. Lease Agreements

- A. The Kenton County Clerk entered into a lease for a phone system in December 2011. The agreement requires a monthly payment of \$675 for 60 months to be completed on January 1, 2017. Total payments for 2017 were \$675. The lease agreement has been paid in full as of May 12, 2017.
- B. The Kenton County Clerk renewed the copier leases with Canon, Prosource, Ricoh, and Tronitech for 2017 on an annual basis. Payments to Canon were \$149 a month that totaled \$1,788; payments to Prosource were monthly \$49.50 plus excess usage/maintenance charges for two copiers that totaled \$2,924; payments to Ricoh were monthly usage/maintenance charges that totaled \$1,698; payments to Tronitech were a one-time charge for two copiers at \$895 that totaled \$1,790. The copier leases will end in 2018 when new copiers will be in place.
- C. The Kenton County Clerk entered into a lease for a postage meter in June 2016. The agreement requires a monthly payment of \$101 for 48 months to be completed in June 2020. Total payments for 2017 were \$1,208. The total remaining balance of the agreement was \$3,019 as of December 31, 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  
STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

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

The Honorable Kris Knochelmann, Kenton County Judge/Executive  
The Honorable Gabrielle Summe, Kenton County Clerk  
Members of the Kenton 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 Kenton 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 November 20, 2018. The Kenton 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 Kenton 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 Kenton County Clerk's internal control. Accordingly, we do not express an opinion on the effectiveness of the Kenton 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 Kenton 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 line extending to the right.

Mike Harmon  
Auditor of Public Accounts

November 20, 2018